

U.S. Department  
of Transportation

United States  
Coast Guard



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# Coast Guard Integrated Support Command Seattle

***O***rganization and

***S***tandard

***O***perating

***P***rocedures

***M***anual

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ISCSEAINST M3120.1C



USCG Integrated Support Command

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ISCSEAINST M3120.1C

APR 24 2006

**INTEGRATED SUPPORT COMMAND SEATTLE INSTRUCTION M3120.1C**

**Subj: COAST GUARD ISC SEATTLE ORGANIZATION AND STANDARD OPERATING PROCEDURES (SOP) MANUAL**

**1. Purpose**

This manual promulgates the organization and standard operating procedures for Integrated Support Command Seattle.

- Enclosure (1), Customer Service Handbook, provides guidance to tenant commands, ISC staff, and other customers for obtaining services provided by ISC Seattle.

**2. Action**

The procedures and requirements set forth in this manual shall be followed by all personnel assigned to ISC Seattle. Units and personnel served by ISC Seattle are requested to adhere to the procedures in this SOP and Enclosure (1), Customer Handbook, when obtaining services from ISC Seattle.

**3. Directives Affected**

ISCSEAINST M3120.1B is superseded. The following instructions have been incorporated into this manual and are hereby cancelled:  
ISCEAINST M5100.47

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- 4. Forms Availability** Coast Guard and other agency forms referenced in this manual are available from appropriate software application on the Coast Guard Standard Workstation (e. g. Jet Form Filler – CGSWSIII or Forms Plus – CGSWSII). ISC Seattle forms and worksheets are included herein and shall be reproduced locally. This SOP is also available on the Coast Guard Intranet at. <http://cgweb.pnw.uscg.mil/isc/>
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- 5. Comments or Suggestions** ISC Seattle division chiefs have the responsibility to provide updates and or corrections to their sections of this manual.

Suggestions for improvement and/or corrections for improvement are highly encouraged and should be sent to the appropriate ISC Division by letter, memo, or e-mail.

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W. J. BELMONDO

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# Record of Changes

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Change Number	Dated	Date Entered	Signature of Person Entering Change

**Note:**

Additional/Replacement copies of this manual or changes may be requested by telephone or email from:

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## **Concept of Operations**

### **A. Command Authority, Vision, Mission and Organization**

#### **1. Section Overview**

---

**a. Introduction**      This section describes ISC Seattle’s authority, vision, mission and organization.

---

**b. In this section**

Topic	See Page
Command Authority	1-A-2
Vision Statement	1-A-3
ISC Missions	1-A-4
ISC Organization	1-A-6

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**ISC Seattle SOP, Chapter 1 – Concept of Operations**  
**A. Command Authority, Vision, Missions and Organization**

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## **2. Command Authority**

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<b>a. Introduction</b>	This section describes the ISC Commanding Officer's accountability, authority, and responsibility.
<b>b. Accountability</b>	The ISC Commanding Officer is directly accountable to Commander Maintenance and Logistics Command Pacific (MLCPAC). The ISC Commander's immediate supervisor and overall MLCPAC program manager is Deputy Commander, Maintenance and Logistics Command Pacific.
<b>c. Authority and responsibility</b>	<p>The ISC Commanding Officer acts on MLCPAC's behalf on all support mission responsibilities specifically assigned to the ISC. Within the ISC the Commanding Officer has the authority and responsibility to:</p> <ul style="list-style-type: none"><li>• Prescribe the Chain-of-Command.</li><li>• Organize Divisions, Branches, and Sections, as deemed necessary to carry out assigned missions.</li><li>• Provide management leadership and planning for command mission performance.</li><li>• Provide responsible stewardship over all assigned personnel and supporting resources.</li><li>• Enforce individual and unit compliance with command Standard Operating Procedures, requirements of higher authority and all other governing policies, regulations, and laws.</li></ul>
<b>d. Liaison for MLCPAC</b>	<p>The ISC Seattle Commanding Officer is the MLCPAC Commander's representative within the CCGD13 AOR and is therefore specifically tasked with direct liaison to the Thirteenth District Commander on all ISC support activities affecting CCGD13 staff and field units.</p> <p>In executing day-to-day assigned and applicable services within the D13 AOR the ISC Commander is empowered to interact directly with district, area, and MLCPAC field units. Requests for assets and personnel will be made via the Chain-of-Command.</p>
<b>e. Factors affecting delivery of services</b>	In most cases, services should be consistent with the highest CG standards. In some cases priorities and expectation levels may be specifically negotiated between the ISC and affected or parent Commands or be directly influenced by funds and initiatives controlled by other authority.

**ISC Seattle SOP, Chapter 1 – Concept of Operations**  
**A. Command Authority, Vision, Missions and Organization**

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**3. Vision Statement: CO's Leadership Direction**

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<b>a. Mission</b>	We deliver 24/7 logistics and personnel support, partnering with our customers to help them achieve and sustain full mission readiness.
<b>b. Motto</b>	Where Service “Reigns”
<b>c. Vision</b>	We are premier professionals, anticipating and supporting operations: <b>ready for today, preparing for tomorrow.</b>
<b>d. Vision Elements</b>	<p><b>Premier Professionals:</b> ISC Seattle will have exceptionally qualified subject matter experts with recognized competencies who are experts in customer service. The workforce will happy, flexible, dedicated, motivated, and proud. They will have the latest technology and equipment. ISC Seattle will be benchmarked by other organizations and recognized across the Coast Guard, DHS, and beyond as having the best business practices.</p> <p><b>Anticipating and Supporting Operations:</b> ISC Seattle will be known as a “Center of Excellence for Support”, where operational and support customers needs are anticipated and exceeded through great service and modern, safe and secure facilities. Exceptional relationships with customers will lead to collaborative planning in advance of operations. Customer’s expectations will be in alignment with ISC Seattle capabilities, and ISC command involvement will reinforce the focus of exceeding customer’s needs.</p> <p><b>Ready For Today:</b> ISC Seattle will be able to meet its current missions by being properly resourced (people, money, equipment), possessing needed skills and competencies, and fostering relationships with customers, partners, and stakeholders. The unit will be prepared and resourced to meet any probable contingency or emergency disaster. ISC Seattle will be a safe and secure physical location that meets ATFP standards. Fact based decision making will be accomplished using existing measurement systems.</p> <p><b>Preparing for Tomorrow:</b> ISC Seattle will continue to “scan the horizon” for emergent needs and opportunities. This will be done through continuous evaluation, assessment, and refinement of the units’ strategic direction. Emphasis will be placed on important and not urgent matters, ensuring that the unit is proactive vice reactive in everyday work and in preparing for future events. Current measurement will ensure the decisions in the future are based on analysis of data. New technologies will be integrated into every day services and employees will gain the skills needed to excel in the current environment. Leadership will continue to foster new relationships with cities, government agencies, and other strategic partners. All of this will be done in alignment with higher levels of the organization (DHS, HQ, MLCP, D13)</p>

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**ISC Seattle SOP, Chapter 1 – Concept of Operations**  
**A. Command Authority, Vision, Missions and Organization**

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## **4. ISC Missions**

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**a. General**                      The overall mission of ISC Seattle is to provide its tenants, visitors and outlying customers with a wide range of services in support of Coast Guard operations.

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**b. Three categories of services**                      ISC Services fit into three basic categories as follows:

**1. Services to Tenants, Visitors to the ISC Site and Seattle-area field units:**

- Manage and directly deliver a full range of Health and Safety services (direct patient care, medical oversight to independent duty health service technicians, centralized pharmaceutical and medical supplies purchasing, health and safety inspections and training).
- Comptroller (purchasing, budgeting, accounting, shipping, receiving, galley, recycling, MWR).
- Personnel (Admin, Coast Guard Mutual Assistance, Leased/Owned “Local” Housing, Work/Life, Force Optimization & Training, Servicing Personnel Office) support.

**2. Services to other AREA, MLCPAC and DISTRICT units throughout the D13 AOR:**

- Manage and in some cases directly deliver a limited range of Health and Safety (same as above but excluding direct health care),
- Personnel (limited Admin, “Area” vice “Local” Housing, Work/Life, FOT).
- Comptroller (Level I contracting for D13 units, funds distribution, credit card management (D13, NESU, ESU), FPD assistance, and personal property/vehicle reporting) support. MWR-funds distribution.

Note: Specific guidance on these services is contained in Enclosure (1), Customer Handbook.

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*Continued on next page*

**ISC Seattle SOP, Chapter 1 – Concept of Operations**  
**A. Command Authority, Vision, Missions and Organization**

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**4. ISC Missions, Continued**

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**b. Three categories of services (cont'd)**

**3. Facility-Related Services at the ISC Site:**

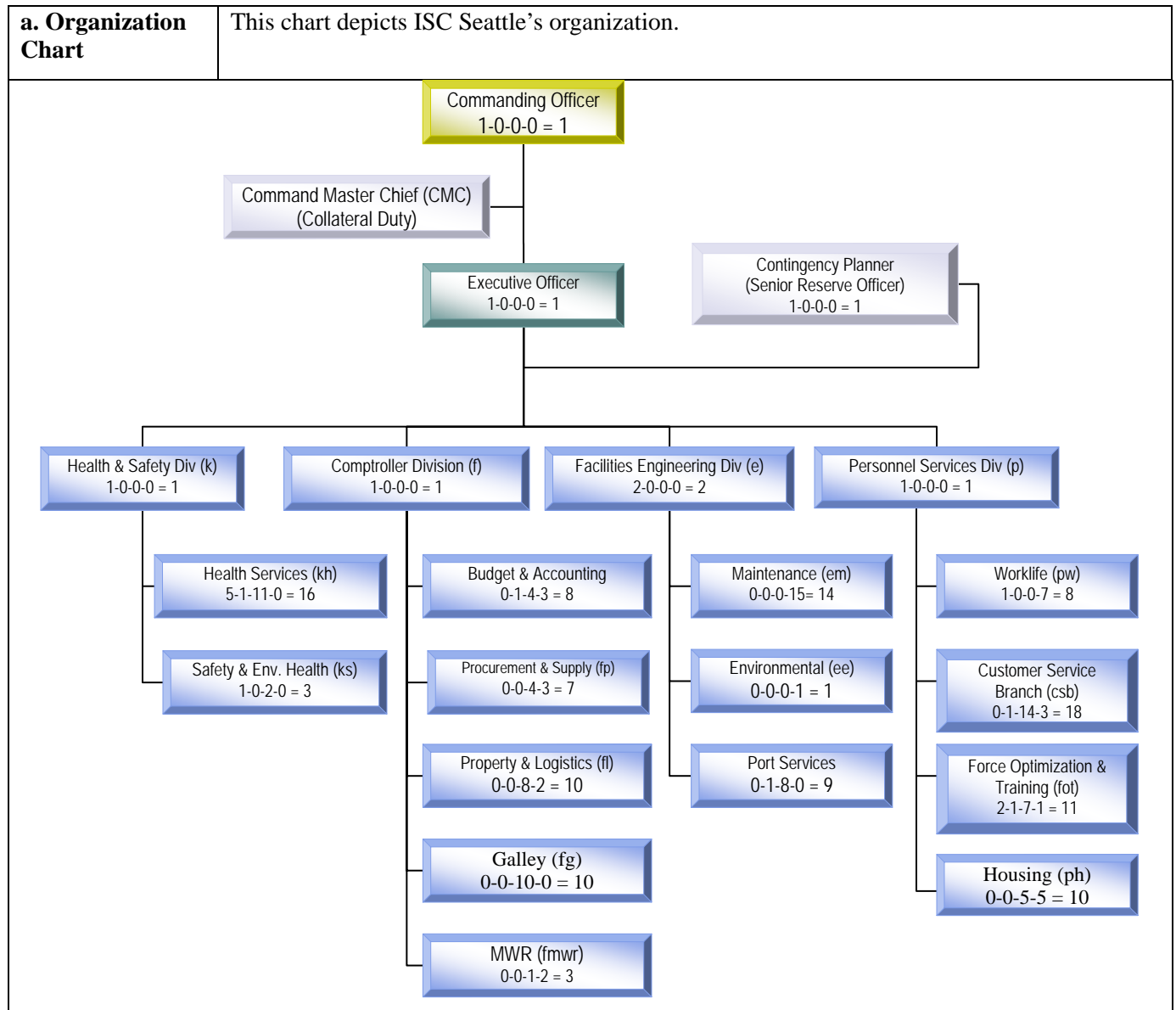
- Serve as landlord for the ISC staff and the tenants of the facility,
- Provide port services assistance for tenant/visiting cutters,
- Oversee facility security,
- Operate the Fitness Center,
- Manage MWR program for ISC and assist other units with their MWR Programs,
- Provide environmental, trash, recycling and janitorial services, and
- Oversee operation and maintenance of utilities, buildings, piers, major equipment items and grounds.

A more detailed description of specific functions/services and where they are performed is contained in Section 1-B, entitled "Responsibilities By Division, Branch and Section".

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**ISC Seattle SOP, Chapter 1 – Concept of Operations**  
**A. Command Authority, Vision, Missions and Organization**

## 5. ISC Seattle Organization



**Division Breakdown of Billets:**

Division	Officer	Warrant	Enlisted	Civilian	Total
CO/XO	3	0	0	0	3
Health & Safety	7	1	13	0	21
Comptroller	1	1	27	10	39
Facilities Engineering	2	1	8	18	29
Personnel Services	4	2	26	16	48
<b>Total</b>	<b>17</b>	<b>5</b>	<b>74</b>	<b>44</b>	<b>140</b>

## B. Responsibilities by Division, Branch, and Section

### 1. Section Overview

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**a. Introduction**      This section lists the responsibilities of ISC Divisions, Branches, and Sections.

---

**b. In this section**

Topic	See Page
Personnel Services Division	1-B-2
Comptroller Division	1-B-4
Facilities Engineering Division	1-B-6
Health and Safety Division	1-B-7

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**ISC Seattle SOP, Chapter 1-Concept of Operations**  
**B. Responsibilities by Division, Branch, and Section**

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**2. Personnel Services Division**

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**a. Customer Service Branch** Provides Administration support to ISC Seattle staff and to operational and other units within the D13 AOR.

- Administration & Transient Personnel (A&T).
- CG Mutual Assistance Program\*
- CG POV Decal issuing site
- Command Drug and Alcohol Representatives (CDAR)
- Conference Rooms
- DEERS/RAPIDS issuing site
- Government Travel Charge Cards and Travelers Checks
- Household Goods (HHG) Transportation
- Mail Service for “official mail”
- Servicing Personnel Office (SPO)

\*The Work-Life Branch Chief reviews CG Mutual Assistance grants, debt management, high threshold loans and special program loans for the CGMA Regional Director (CO, ISC Seattle). PACAREA cutters administer their own Mutual Assistance Programs, but there are overlaps between the service provided by cutters and the ISC when cutters are deployed.

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**b. Housing Branch** **Area Housing Officer** -- Provides Area Housing Authority support to all Local Housing Authorities within the D13 AOR. Oversees the Coast Guard owned and leased housing program for the D13 AOR.

**Local Housing Office** -- Provides Local Housing support within the greater- Puget Sound/Seattle-area. Responsible for operation and management of leased and government-owned housing.

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**ISC Seattle SOP, Chapter 1-Concept of Operations**  
**B. Responsibilities by Division, Branch, and Section**

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**2. Personnel Services Division, continued**

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**c. Force Optimization and Training Branch**

Coordinates Reserve Program management, D13 Field Training management, Career Development Program management, workforce planning, and surge staffing throughout PACNORWEST. Oversee AFC 90 account. Coordinate officer accession boards in AOR. Manage AFC 30T account/ plan annual training calendar. Education services.

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**d. Work-Life Branch**

Provides Work-Life support to all CG units, members and families within the D13 AOR. Responsible for providing:

- Family Advocacy,
  - Transition and Relocation Management,
  - Employee Assistance Program,
  - Health & Wellness Promotion,
  - Family Resource Coordination support, and
  - Command Substance Abuse Training (S.A.F.E.)
  - Veteran's Benefits Counseling
  - Ombudsman Coordinator
-

# ISC Seattle SOP, Chapter 1-Concept of Operations

## B. Responsibilities by Division, Branch, and Section

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### 3. Comptroller Division

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#### **a. Budget and Accounting Branch**

Performs local budget and accounting functions for ISC Seattle and some tenant commands. Also provides funds disbursement, account transactions, reconciliation and reports for the D13 Budget Officer. Provides program element reconciliation for ISC Seattle, ESU Seattle, PACAREA Armory, LORSTA George, PSU-313, USCGC Healy, MSST 91101, and elements of D13 staff. Functions as FPD Administrator. Distributes CCGD13 MWR AOR funds.

Note: The District staff and subunits will address any special MWR program needs to the ISC and receive their MWR funds from the ISC after priorities and funding levels are determined by the District. The ISC will also receive field unit submissions of quarterly consolidated Morale Fund Financial Statements.

---

#### **b. Property and Logistics Branch**

Provides total personal property management for ISC and limited property management for District staff, tenants, and units throughout the D13 AOR.

- Provides logistic support including warehouse storage and shipping/receiving for ISC Seattle, District staff, and tenant commands of ISC Seattle.
- Reviews property surveys and facilitates disposal of excess property.
- Consolidates field unit property annual reports.
- Vehicle inventory management for D13. Vehicle reports for D13 forwarded to COMDT (G-SLP).

Note: Managing vehicle inventories and investigating accidents remains a unit-level responsibility throughout the D13 AOR.

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#### **c. Procurement and Supply Branch**

Acts as the primary contracting and purchasing activity for the D13 AOR.

- Performs Level I Contracting up to \$50K, for the ISC and its tenant commands, D13 Staff Elements, and any other D13 units with a lower Contracting Warrant dollar limitation.
  - Receives all D13 unit Short Term Resident Training Requests (CG-5223) for Class C Contracting/Procurement Schools, except FPD training requests which go to the Finance Center.
  - Approves/disapproves all Ratifications of Unauthorized Commitments that have occurred at AOR commands up to \$2.5K.
  - Responsible for supply procurement (e.g. STAR requisitions and GSA Call-in Service Orders) with various customers in the Seattle area.
  - Agency Program Coordinator (APC) of the government wide commercial credit card for all D13 units and most MLC shore commands within the D13 boundary.
  - Administers and oversees the D13 Mass Transit program for employees who commute to and from work via authorized Mass Transit carriers within the Seattle and Portland metropolitan areas.
- 

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**ISC Seattle SOP, Chapter 1-Concept of Operations**  
**B. Responsibilities by Division, Branch, and Section**

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**3. Comptroller Division, continued**

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<b>d. Food Service Branch</b>	Provides oversight and management of the galley at the ISC site. Has no direct involvement with other galleys throughout the District AOR. May do inventory exchanges/sales with tenant/visiting cutters. May provide backup services when tenant/visiting cutters secure their own galleys when in port. May provide special event food services support and support other units with surge TAD needs.
<b>e. Morale, Welfare &amp; Recreation Branch</b>	Provides local attractions and sporting event tickets sale program, fitness training facility, unit level and D13 AOR-wide special events, morale funds distribution to promote esprit de corps and build camaraderie among Team Coast Guard members and their dependents.

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**ISC Seattle SOP, Chapter 1-Concept of Operations**  
**B. Responsibilities by Division, Branch, and Section**

---

**4. Facilities Engineering Division**

---

<b>a. Maintenance Branch</b>	<p>Oversees usage, assesses adequacy and provides low-level maintenance for all land, buildings, structures, and major equipment items at the ISC site.</p> <ul style="list-style-type: none"><li>• Operates and maintains all buildings systems and utilities infrastructure.</li><li>• Maintains outlying CG-owned housing units in the greater-Seattle-area.</li><li>• Interfaces with MLCPAC and FD&amp;CC Pacific on all non-recurring major maintenance and improvement projects and major facilities planning issues.</li><li>• Acts as COTR for janitorial services, pest control, and elevator maintenance contracts.</li><li>• Performs all Command Security Officer duties. (Access list &amp; keycard encoding coordinated with Customer Service Branch).</li></ul>
<b>b. Environmental Branch</b>	<p>Ensures compliance with all Federal, State, and local hazardous waste regulations for ISC Seattle and shore/afloat tenants (including visiting cutters and boats) at the ISC site.</p> <ul style="list-style-type: none"><li>• Oversees hazardous waste disposal.</li><li>• Ensures compliance with regulations such as the Emergency Planning and Community Right to Know Act (EPCRA) and the Clean Air Act.</li><li>• Implements the Storm water Pollution Prevention Plan.</li><li>• Implements the Spill Prevention Contingency and Control Plan.</li><li>• Coordinates use of a Hazardous Materials Minimization Center.</li></ul>
<b>c. Port Services Branch</b>	<p>Responsible for providing hotel and logistics support services as requested by cutters and boats home-ported or visiting ISC Seattle.</p> <ul style="list-style-type: none"><li>• Also provides physical security of grounds and buildings, manages a COTR contract for security guards and supervises site parking.</li><li>• Works with Customer Services Branch to coordinate grounds/facilities usage in support of special functions.</li><li>• Responsible for maintaining landscaping, grounds, and snow removal at the ISC site.</li><li>• Responsible for operation and maintenance of Transient Billeting.</li><li>• Responsible for watch standing and ISC Duty Sections.</li><li>• Responsible for operation of a Government Vehicle Motor Pool.</li><li>• Work-site for temporary and/or ADASIGN Personnel.</li></ul>

**ISC Seattle SOP, Chapter 1-Concept of Operations**  
**B. Responsibilities by Division, Branch, and Section**

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**5. Health and Safety Division**

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**a. Health Services Branch**

Provides medical, dental, and pharmaceutical services through a clinic located at the ISC site.

- Responsible for providing direct health care to military members and some (depending on managed care choices) family members and retirees within the local-Seattle AOR.
  - Coordinates CG involvement with TRICARE for Washington and Oregon (Tri-West).
  - Manages Prime Vendor Pharmaceutical support for all Health Care Assets in D13.
  - Manages Prime Vendor Medical Supplies purchasing for CG units in the clinics AOR.
  - Oversees independent duty medical practices aboard tenant cutters.
  - Oversees pharmacy operations as designated by the Health and Safety Support Program Guide, MLCPCINST M6000.1 (Series) throughout the D13 AOR.
  - Acts as collateral duty Health Benefits Advisors.
- 

**b. Safety and Environmental Health Branch**

Provides safety and environmental health services to enable unit commanding officers to assess personnel and materiel readiness by risk assessment surveys and training.

- The Industrial Hygienist and Environmental Health resources detached from MLCPCAC to ISC Seattle deliver support to the ISC and its tenants, the District staff, and units throughout the D13 AOR.
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**ISC Seattle SOP, Chapter 1-Concept of Operations**  
**C. Command Relationships**

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## **C. Command Relationships**

### **1. Section Overview**

---

**a. Introduction**     This section provides a listing of ISC customers and service providers and describes their command relationships.

---

**b. In this section**

<b>Topic</b>	<b>See Page</b>
MLCPAC/D13	1-C-2
Other Relationships	1-C-4

---

# ISC Seattle SOP, Chapter 1-Concept of Operations

## C. Command Relationships

### 2. MLC PAC/D13

#### a. General

ISC Seattle delivers support to a vast array of customers within the D13 AOR. The full range of ISC Seattle support is directly delivered to ISC Seattle tenants. Limited support is delivered to off-site customers within the greater-Seattle-area, and to a lesser extent, to outlying units throughout the D13 AOR.

Routine ISC business will be conducted through working level contact with customers and D13/MLCPAC/PACAREA/HQ'S program managers. Some interactions with D13 will require periodic meetings and board proceedings. Special cases may require direct interaction between the ISC Commanding Officer and various program managers, unit COs and XO's including D13 (d, dcs) and MLCPAC (m, md, mdl). The ISC Commanding Officer or designated representative will attend appropriate D13 staff meetings to facilitate communications and provide progress reporting.

#### b. Relationship Table

This large range and span of control for support delivery requires a good understanding of ISC Seattle's relationship to the following commands and staff components:

Command	Relationship
Off-Site AREA, MLC, and District Field Units outside Seattle-Area in the D13 AOR	In general, these units can directly access ISC-resident support services/functions that are advertised as being available to them (and which are not otherwise available to them locally).
ISC Seattle Tenants Ashore and Afloat	<p>Except where they have parallel responsibilities and resources (for example, Coast Guard Mutual Assistance on PACAREA Cutters, WHEC control of own vehicles, unit Educational Services Officers, Admin support staffs, unit-operated galleys, etc.) the full range of ISC-resident support services are available to all tenants. In general, the services/functions available to most tenants are as follows:</p> <ul style="list-style-type: none"><li>• Facilities operation and maintenance;</li><li>• Environmental program support;</li><li>• Use of grounds, offices, shops, and storage;</li><li>• Security, trash removal, janitorial services;</li><li>• Purchasing, shipping and receiving;</li><li>• Berthing for tenant/visiting cutters and boats;</li><li>• LOGREQ Support for cutters and boats;</li><li>• Health and Safety Services;</li><li>• Mail Services;</li><li>• Use of ISC Seattle's Galley;</li><li>• Use of Gymnasium Facilities and MWR Equipment;</li><li>• Work Life and Transition Assistance Program</li><li>• Personnel Services.</li></ul>

*Continued on next page*

**ISC Seattle SOP, Chapter 1-Concept of Operations**  
**C. Command Relationships**

---

**2. MLCPAC/D13, Continued**

---

**b. Relationship  
Table (cont'd)**

<b>Command</b>	<b>Relationship</b>
Off-Site HQ, AREA, MLCPAC and D13 Units in the greater-Seattle Area	Units close to the ISC Site will receive essentially the same services as ISC tenants, provided they come to the site to access those services/functions that involve the use of site facilities and equipment.
Program Managers for Designated Support Services	The ISC provides support services to the field and the program managers provide policy guidance, resource support and compliance oversight. In general, various support Program Managers reside in either MLCPAC or Headquarters in either the Systems Directorate or Human Resources Directorate.
Program Managers for Operations:	Can provide needs requirements and priorities on behalf of their operational commanders. Can influence priorities for support provided by the ISC. In general these operational Program Managers reside in either the D13 or PACAREA. ISC Division/Branch/Section Chiefs may establish direct or indirect liaison with Program Managers and/or their representatives on routine matters. In some instances liaison is direct between Program Managers and the ISC Commanding Officer
Thirteenth District Commander and Staff	Having assumed responsibility for selected "personnel" and "financial" support functions from and on behalf of D13, ISC Seattle and D13 retain a special relationship of support service expectation across their respective Chains-of-Command. In addition to providing the District staff with site-access to ISC-resident facilities and services, the ISC will provide specialized direct support to D13 field units. In managing the support provided to field units, the interaction with the District will routinely include two-way discussion on such items as: <ul style="list-style-type: none"><li>• District funded initiatives and demand accounts;</li><li>• District priorities/concerns for support;</li><li>• Legal/Mgmt Liaison On Sensitive Work/Life Cases;</li><li>• MWR and Mutual Assistance Programs;</li><li>• Meetings, Assessments, and Reports;</li><li>• Budget and Accounting Transactions;</li><li>• Health and Safety Issues;</li><li>• Housing Issues;</li><li>• Property Mgmt Issues;</li><li>• Service delivery and measurement issues;</li><li>• Reserve Program Issues;</li></ul>
MLCPAC	ISC Seattle is a subordinate field command of MLCPAC. The ISC Seattle Commanding Officer works directly for Commander and Deputy Commander MLCPAC.

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# ISC Seattle SOP, Chapter 1-Concept of Operations

## C. Command Relationships

### 3. Other Relationships

**a. Introduction** ISC Seattle also maintains relationships with individual staff components, other services and individuals.

**b. Relationship Table** This table shows ISC relationships with other entities.

Entity	Relationship
CG Personnel Command (CGPC)	Provides personnel guidance/support for the D13 AOR. It manages non-rated personnel distribution and has a detached Command Staff Advisor resident at Seattle.
Thirteenth District Chaplain	The Chaplain is attached to and supervised by the District and is resident at the ISC. The Chaplain provides a full range of services to all PACAREA, MLCPAC, and D13 personnel in the D13 AOR.
MLCPAC Civil Engineering Division (s)	Provides planning, hazardous waste disposal support/funding, real property and environmental support to the ISC. The ISC assists with Master Plan development, environmental program execution, SFRL priorities for AC&I work, submission of real property survey documents, and provide budget documentation, priorities and reports.
MLCPAC Naval Engineering Division (v)	Interacts with ISC/NESU on vessel projects scheduling and provides procurement/logistics consult. MLCPAC (v) is COCO Level I & II for PACAREA units.
MLCPAC Finance Division (f)	Executes ISC service contracts, oversees comptroller functions and handles high dollar contracting on behalf of the ISC, D13 staff and field units.
MLCPAC Command Control & Comms Division (t)	Provides west coast electronic/ADP/communications policy guidance and consultation, supervises ESU Seattle, develops contracts and interacts with ISC Seattle via ESU Seattle.
MLCPAC Legal Division (l)	Provides direct legal consultation/support to ISC Seattle and handles claims resolution for the west coast.
MLCPAC Health and Safety Division (k)	Provides health care related consultation and advice, non-fed health care pre-authorizations and invoice processing. Issues alcohol program rehab and pharmacy officer collateral duty site visit TONOs. Provides quality assurance clinic assistance and certification surveys. Oversees clinic AFC-57 budget formulation and distribution and has detached Safety and Environmental Health personnel resident at the ISC.
MLCPAC Personnel Division (p)	Handles authorization and payment transactions for MLCPAC and PACAREA, handles TAD requirements for MLCPAC and PACAREA, monitors personnel transactions for discharges, retirements, board actions, etc, handles health care personnel processing issues, oversees Force Optimization and Training Program efforts, advises PACAREA on housing, and reserve program staffing and funding issues.
MLCPAC Inspections Division (mi)	Conducts all required compliance inspections for PACAREA, MLCPAC, and DISTRICT(s), provides training where needed, pass along local process/tool improvements for CG-wide application when beneficial.

*Continued on next page*

**ISC Seattle SOP, Chapter 1-Concept of Operations**  
**C. Command Relationships**

**3. Other Relationships, Continued**

**b. Relationship  
Table (cont'd)**

<b>Entity</b>	<b>Relationship</b>
MLCPAC Logistics Branch (mdl)	Acts as program manager for all Integrated Support Commands in MLCPAC and Pacific Area
ESU Seattle	ISC Seattle provides ESU Seattle with shore tenant services, procurement and FPD support, MWR funds, ESO and Admin support, and oversight of urinalysis programs. The ESU provides the ISC and its shore tenants with ADP/communications support and work order and self-help project assistance. The ESU also provides ADP/communications/electronics support to ISC-afloat tenants and transient cutters and D13 staff. The ESU provides electronics maintenance and limited communications/ADP assistance to various D13 afloat and shore units.
Associations	ISC Seattle provides special function support for CPOA, CWOA, PSOA/PNWOA, FARMA, Navy League, Coast Guard Family Association Of Puget Sound, Retiree Council, CG Academy Parents Association, and various retiree associations.
Other DOD, Auxiliary, Foreign Exchange Officials, Dependents and Retirees.	ISC Seattle provides access to health care services, CGES, MWR facilities/equipment, galley, vehicle decals, ID cards, personnel services, and special functions support to dependents, retirees, other DOD members and auxiliary as applicable. The ISC also provides access to BEQ for transient enlisted military personnel including foreign exchange officials.
NESU Seattle	ISC Seattle provides NESU Seattle with direct procurement/logistics and shipping and receiving support for NESU projects work on cutters. The ISC also provides NESU with shore tenant services, MWR funds, limited Admin support and urinalysis program support. The NESU may occasionally provide ISC with sources of supply and technical consultation on supply/logistics issues for cutters. The NESU provides preventive maintenance for WHECs and WAGBs and design/mgmt assistance for contracts/projects for intermediate/depot level maintenance for cutters and small boats. The NESU may also provide negotiated maintenance and repair services and technical consult to cutters visiting the ISC Seattle site.
FD&CC Pacific	Provides ISC Seattle with engineering consultation/inspection, facilities maintenance and repair project support, AC&I survey and design support, project management and occasional engineering consultation, for FD&CC-sponsored projects at the ISC-site and other environmental consultation/services as needed. ISC Seattle provides on-site COTR support for projects, project investigation for designs, rank ordering of project needs and Shore Station Maintenance Requests. ISC Seattle attends preconstruction conferences, partnering meetings, and provides input to designs. The ISC provides the FD&CC with program support for: MWR funds disbursement, Coast Guard mutual assistance, work-life program, decedent affairs, SPO services, health services, etc.

*Continued on next page*



**ISC Seattle SOP, Chapter 1-Concept of Operations**  
**C. Command Relationships**

---

**3. Other Relationships, Continued**

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**b. Relationship**  
**Table (cont'd)**

CGIS	Provides the ISC, Tenant Commands, and Seattle area units with background checks, criminal investigations and various counter-intelligence functions. In addition to providing CGIS with site access to ISC-resident facilities and services, the ISC will provide direct support in any of CGIS duties.
MSST 91101	ISC Seattle provides MSST Seattle with direct procurement/logistics and shipping and receiving support. The ISC provides the MSST with shore tenant services, program support for: MWR funds disbursement, Coast Guard Mutual Assistance, Work-Life program, decedent affairs, SPO services, and health services.
PSU 313	The ISC provides program support for: MWR funds disbursement, Coast Guard Mutual Assistance, Work-Life program, decedent affairs, SPO services, health services, etc.

# ISC Seattle SOP, Chapter 1-Concept of Operations

## D. ISC Seattle Facilities

### D. ISC Seattle Facilities

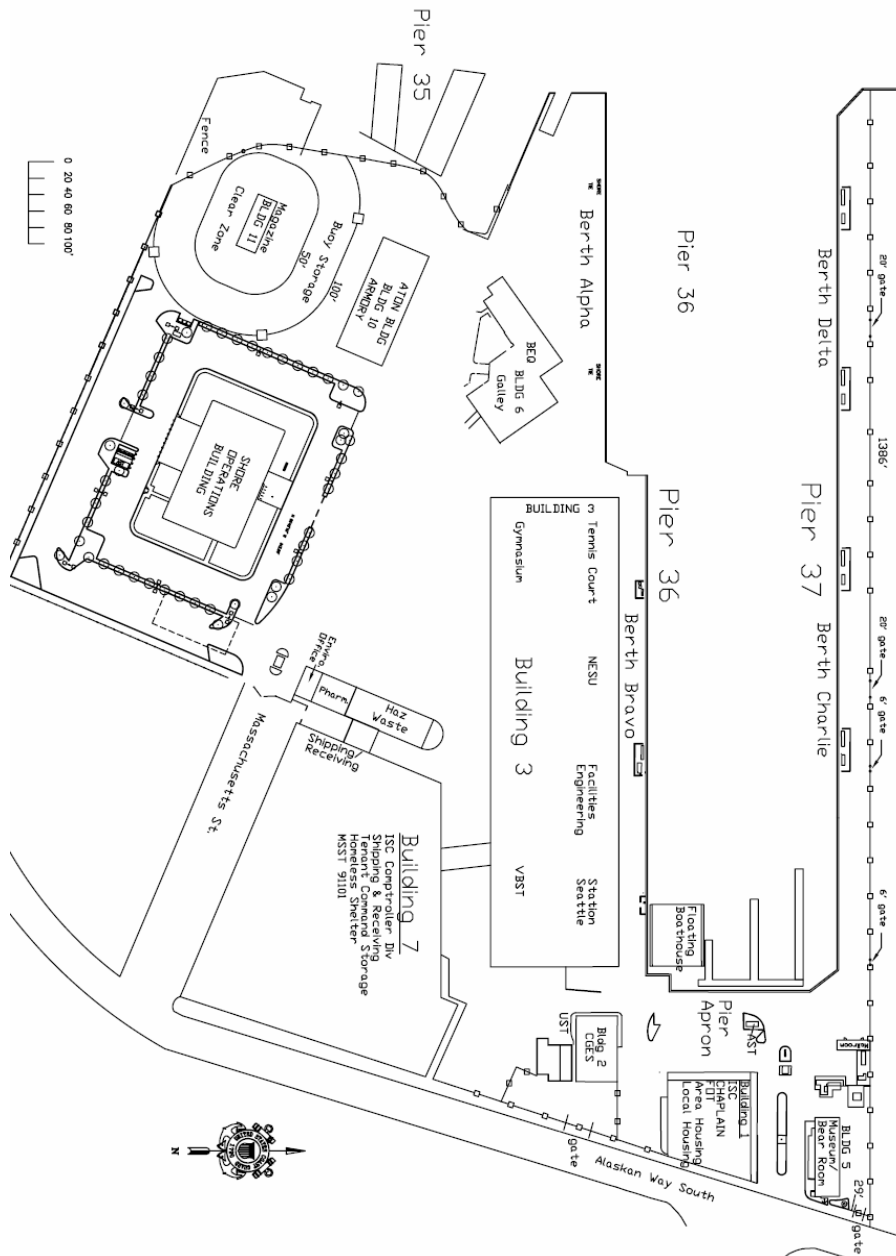
#### 1. Address/Map Base Amenities

##### a. Address

The Integrated Support Command is located at Pier 36 on the Seattle Waterfront. The address is 1519 Alaskan Way South, Seattle, WA 98134-1192,

##### b. Map

This is a map of ISC Seattle's facilities.



# ISC Seattle SOP, Chapter 1-Concept of Operations

## D. ISC Seattle Facilities

### D. ISC Seattle Facilities, Continued

#### a. Base Amenities

This is a description for each building located at Pier 36 on the Seattle Water-front.

- **Pier 36:** 1100 feet in length (cropped 50ft to the south at the west end early 2004)
- **Pier 37:** 1100 feet in length
- **Building 1:** ISC Command Admin, Work-Life, Chaplain, Customer Service Branch; Medical, Safety, ISC Area & Local Housing Offices, ISC Force Optimization and Training (ESO Learning Center)
- **Building 2:** CG Exchange, Barber Shop, Coffee/Esspresso stand
- **Building 3:** Station Seattle Office, ISC Facilities Engineering, Storage, Gym Recreation, Base Laundry
- **Building 4:** Sector Seattle/Shore Operations Bldg., ESU and NESU Seattle
- **Building 5:** CG Museum, Bear Room
- **Building 6:** BEQ, Galley
- **Building 7:** ISC Comptroller, Exchange Storage, Shipping & Receiving, Hazardous Waste Storage, Motor Pool, Chinook Assembly and Training Room, Small Arms Firing Range, Tenant Command Storage, MSST 91101, CPO Mentor Center
- **Building 10:** ANT Puget Sound, Bayberry and Armory Offices
- **Building 11:** PACAREA Armory / Magazine
- **Boathouse:** Station Seattle
- **Mailroom:** (Stand Alone Trailer located at the east end of Pier 37)

# ISC Seattle SOP, Chapter 2 – Key ISC Officials Duties and Responsibilities

## A. Command

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### Key ISC Officials Duties and Responsibilities

#### A. Command

#### 1. Section Overview

---

**a. Introduction** This section describes the duties and responsibilities of the Command cadre. For a complete list of assigned collateral duties for ISC Seattle Personnel, refer to Appendix B: Command Admin List.

---

**b. In this section**

Topic	See Page
Commanding Officer	2-A-2
Executive Officer	2-A-3
Command Master Chief	2-A-4
Senior Leadership Team	2-A-5

---

# ISC Seattle SOP, Chapter 2 – Key ISC Officials Duties and Responsibilities

## A. Command

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### 2. Commanding Officer (CO)

---

#### a. General

As set forth in U. S. Coast Guard Regulations, the Commanding Officer is charged with the responsibility for the safety, well-being, and efficiency of the command, except when relieved therefrom by competent authority.

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#### b. Duties, responsibilities, and authority

U.S. Coast Guard Regulations, general orders, customs, and tradition establish the duties and responsibilities of the Commanding Officer. The authority of the Commanding Officer is commensurate with his/her responsibility subject to the limitations prescribed by law and U. S. Coast Guard Regulations.

To further amplify, the Commanding Officer shall:

- Administer and direct all activities of the ISC.
  - Supervise the health and morale of all personnel.
  - Establish local policy.
  - Ensure that the prescribed mission and other projects assigned by proper authority are efficiently, effectively, and economically accomplished.
  - Exercise direct administrative control over the non-appropriated fund MWR activities.
  - Manage the Coast Guard Mutual Assistance program for the D13 AOR by serving as Regional Director.
  - Act as Area Housing Authority for the D13 AOR by serving as Regional Director.
  - Act as the local representative of the MLCPAC Commander within the D13 AOR.
-

# ISC Seattle SOP, Chapter 2 – Key ISC Officials Duties and Responsibilities

## A. Command

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### 3. Executive Officer (XO)

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<b>a. General</b>	<p>The Executive Officer is the direct representative of the Commanding Officer. The XO is specifically charged with executing the orders and policies of the Commanding Officer and with coordinating and supervising the performance and administration of the command as a whole, including matters pertaining to, and privileges of, individuals within the command.</p>
<b>b. Duties, responsibilities, and authority</b>	<p>In accordance with the provisions of U. S. Coast Guard Regulations, the Executive Officer shall:</p> <ul style="list-style-type: none"><li>• Carry out and effectuate the orders and policies of the Commanding Officer.</li><li>• Be responsible, under the Commanding Officer, for the organization, coordination, performance of duty, and good order and discipline of the Integrated Support Command.</li><li>• Supervise the administration of the Accident Prevention Program.</li><li>• Supervise duty assignments, leave, and liberty.</li><li>• Evaluate the performance of officers and enlisted personnel through recommendations to the Commanding Officer regarding evaluation reports and through review of periodic marks.</li><li>• Exercise general supervision over the organization's watchstanding and exercises.</li><li>• Direct investigations of alleged violations of the Uniform Code of Military Justice, U. S. Coast Guard Regulations, Integrated Support Command Seattle regulations, and other military and civil laws, and recommend appropriate disciplinary action to the Commanding Officer when necessary.</li><li>• Ensure that the Commanding Officer is advised of all casualties, deficiencies, and anticipated difficulties, which may significantly affect the operational readiness or administrative efficiency of the Integrated Support Command.</li><li>• Act on personal requests (which may be addressed to the Commanding Officer) that do not involve the formulation of policy or that will not require action of a higher authority.</li><li>• Temporarily assume duties as Acting Commanding Officer when Commanding Officer is on leave and TAD or is otherwise unavailable to perform normal duties.</li></ul>

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# ISC Seattle SOP, Chapter 2 – Key ISC Officials Duties and Responsibilities

## A. Command

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### 4. Command Master Chief (CMC)

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#### a. General

The Command Master Chief (Command Senior Chief (csc) or Command Chief (cc) as staffing requires) provides advice to the Commanding Officer on all issues of concern to enlisted personnel assigned to the Integrated Support Command.

---

#### b. Duties, responsibilities and authority

Assist and advise the Commanding Officer in matters pertinent to the morale and general well-being of enlisted personnel and their dependents.

- Remain informed concerning current personnel policies including pay and allowance, morale, welfare, housing, and incentive programs and serve as a source of information about them to individual members.
  - Act as the enlisted representative of the Commanding Officer in community and civic functions, official functions, ceremonies, and inspections in which enlisted personnel of the ISC are involved.
  - Assist in ensuring that lines of communication are open for all ISC enlisted members.
-

## ISC Seattle SOP, Chapter 2 – Key ISC Officials Duties and Responsibilities

### A. Command

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#### 5. Senior Leadership Team (SLT)

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- |   |   |
|---|---|
| <b>a. Purpose</b>                         | The purpose of the SLT is to continually improve all aspects of ISC Seattle using the Baldrige/Commandant's Quality Award Criteria as a model or road map to world class performance.   |
| <hr/>                                     |   |
| <b>b. Membership</b>                      | <p>The CO, XO, Division Chiefs, Command Master Chief, TQM Coordinator, Senior Reserve Officer, and Rotating Senior Civilian staff members designated by the Commanding Officer makeup the Senior Leadership Team.</p> <ul style="list-style-type: none"><li>• The SLT meets on the last Thursday of each month and as needed at the call of the CO or XO.</li></ul> |
| <hr/>                                     |   |
| <b>c. TQM Team responsibilities</b>       | The TQM Team is made up of selected and qualified ISC Seattle TQM facilitators and is led by the TQM Coordinator. TQM facilitators rotate responsibilities for facilitating SLT meetings as designated.   |
| <b>d. Meeting Organization and agenda</b> | <p>A typical SLT meeting will proceed as follows:</p> <ol style="list-style-type: none"><li>1. Welcome/business/announcements/agenda</li><li>2. Old/New Business</li><li>3. Summary/assignments/actions/next meeting agenda/closing.</li></ol>  |
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**ISC Seattle SOP, Chapter 2 – Key ISC Officials Duties and Responsibilities**  
**A. Command**

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# ISC Seattle SOP, Chapter 2 – Key ISC Officials Duties and Responsibilities

## B. Personnel Services

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## B. Personnel Services

### 1. Section Overview

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- a. Introduction** This section describes the duties, responsibilities, and authority for key officials attached to the Personnel Services Division. For a complete list of assigned collateral duties for ISC Seattle Personnel, refer to Appendix B: Command Admin List.
- 

**b. In this section**

Topic	See Page
Personnel Services Division Chief	2-B-2
Work-Life Branch Chief	2-B-3
Customer Service Branch Chief (Admin Officer)	2-B-4
Area Housing Officer / Housing Branch Chief	2-B-5
Local Housing Officer	2-B-6
Force Optimization and Training Branch Chief	2-B-7

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## 2. Personnel Services Division Chief (p)

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<b>a. General</b>	Supervises the Branch Chiefs for Customer Service; Work-Life; Housing; Force Optimization and Training.
<b>b. Duties, responsibilities and authority</b>	<p>Responsible for Customer Service, Work-Life, Housing, Force Optimization and Training. Also acts as:</p> <ul style="list-style-type: none"><li>• Local Housing Authority in the Puget Sound Area.</li><li>• CD-CRO (Collateral Duty Civil Rights Officer), unless otherwise delegated.</li><li>• Director of the Civilian Personnel Evaluation and Recognition System.</li><li>• CGMA Unit Representative.</li></ul>

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**ISC Seattle SOP, Chapter 2 – Key ISC Officials Duties and Responsibilities**  
**B. Personnel Services**

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**3. Work-Life Branch Chief (pw)**

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- |  |   |
|--|---|
| <b>a. General</b>                                | <p>Develop and supervise a system for delivery of services supporting the commands and personnel within the AOR. Programs and services include:</p> <ul style="list-style-type: none"><li>• Family Advocacy</li><li>• Transition and Relocation Services</li><li>• Health and Wellness</li><li>• Family Resources</li><li>• Employee Assistance Program</li><li>• Ombudsman Coordinator.</li></ul>  |
| <b>b. Duties, responsibilities and authority</b> | <p>Create and supervise an infrastructure through a network of individuals and organizations in the AOR both willing and able to provide support services for Coast Guard employees and their families.</p> <ul style="list-style-type: none"><li>• Develop and maintain Critical Incident Stress Management (C.I.S.M.) contingency plans.</li><li>• Assist commands in time of emergency, and in the event of traumatic incidents.</li><li>• Provide training to include, but not limited to Applied Suicide Intervention Skills Training (ASIST), Rape and Sexual Assault Prevention, Health and Wellness Promotion, Pre-retirement/transition seminars, Critical Incident Stress Management, Ombudsman and Family Advocacy Training.</li></ul> |
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## 4. Customer Service Branch Chief (pcsb)

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<b>a. General</b>	Manages the Customer Service Branch and oversees administration functions and tracking of administratively assigned personnel.
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<b>b. Duties, responsibilities and authority</b>	As Customer Service Branch Chief, manage and oversee the following services and collateral duties:
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- ISC's Directives Coordinator.
  - FOIA Officer.
  - Notary Public for ISC.
  - Manage and oversee:
    - Administrative support functions at the ISC.
    - Administration of A&T Personnel.
    - ISC's conference room scheduling and maintenance.
    - DEERS/RAPIDS issuing site.
    - HHG Transportation Officer.
    - SPO functions.
    - Government Travel Charge Card Program and Travelers Checks.
-

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## 5. Area Housing Officer/Housing Branch Chief (ph)

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**a. General** Consistent with the policies and direction of the Area Housing Authority (ISC CO), the Area Housing Officer provides program oversight of the various Local Housing Authorities/Officers within the D13 AOR.

Consistent with the policies/directions of the Area Housing Authority, exercise direct supervisory control over the ISC Local Housing Officer and serve as ISC Seattle Housing Branch Chief.

---

**b. Duties, responsibilities and authority** Responsible for administration of Government leased and owned housing programs within D13 AOR.

- Supervises ISC Seattle Local Housing Officer.
- Manages and distributes funding and housing allocations to various Local Housing Authorities (LHA) within AOR.
- Establish planning procedures for utilization by LHA.
- Serve as approval authority for requests submitted by Local Housing Authorities on issues beyond LHA authority.
- Develop a housing utility monitoring program and verify compliance as required.

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**ISC Seattle SOP, Chapter 2 – Key ISC Officials Duties and Responsibilities**  
**B. Personnel Services**

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**6. Local Housing Officer (phl)**

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**a. General**                      Under the supervision of the Area Housing Officer, oversees management of the Puget Sound/Seattle-Area leased and owned housing program.

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<b>b. Duties, responsibilities and authority</b>	<ul style="list-style-type: none"><li>• Manage the planning and execution of the CG owned and leased housing program as allocated by the Area Housing Authority within the AOR.</li><li>• Negotiate leases for CG housing and renegotiate leases for modifications annually.</li><li>• Notify the Area Housing Authority of leased contract cancellations and any leased contract charges.</li><li>• Perform housing inspections in accordance with Coast Guard directives such as acquisition inspections, check-in inspections, pre-checkout inspections, checkout inspections, annual inspections, discrepancy inspections, etc.</li><li>• Prepare and maintain necessary correspondence to support the housing program such as Letters of Notification for Inspection, Letters of Warning, etc.</li><li>• Advise service members and lessors of their rights and responsibilities regarding claims procedures.</li><li>• Maintain records on all government owned and leased housing units in accordance with current policy and directives.</li><li>• Provide counseling and information to service members pertaining to available community housing and other community resources.</li><li>• Counsel members having housing problems.</li><li>• Act as Liaison to local “Public Private Venture (PPV) Program”</li></ul>
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## 7. Force Optimization and Training Branch Chief (pf)

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<b>a. General</b>	The Force Optimization and Training Branch Chief supervises the delivery of training and reserve support services.
<b>b. Duties, responsibilities and authority</b>	<p>The Force Optimization and Training Branch Chief shall:</p> <ul style="list-style-type: none"><li>• Oversee and assist major commands in D13 AOR in Reserve Training appropriation (AFC 90) budget submittals, budget execution and accounts management.</li><li>• Oversee and assist major commands in the execution of the Reserve Program in D13 AOR, including: planning and administration of RPAL billets; accession of personnel into the Coast Guard Reserve; advocacy support for Reserve administration needs; the assignment of Reserve officers and enlisted members.</li><li>• Manage ISC Seattle Continuity of Operations Plan.</li><li>• As Career Development Advisor, coordinate the Career Development program within D13 AOR.</li><li>• Provide consulting expertise on the planning, allocation and employment of human resources in all components of the Coast Guard workforce (i.e., active, Reserve, Auxiliary, civilian) in D13 AOR as requested.</li><li>• Coordinate the assignment of personnel to meet short term and contingency workforce requirements within and beyond D13 AOR.</li><li>• Oversee Field Training (AFC 30T) annual budget submission and accounts management and coordinate the activities of ISC Seattle's Training Board.</li><li>• Oversee field support of Officer Accession programs (active and Reserve) in D13 AOR.</li><li>• As Education Services Officer, support training and education initiatives undertaken for personnel assigned to ISC Seattle and other commands, as coordinated. Administer Servicewide, end of course, and correspondence course examinations to ISC, NESU, ESU, D13 staff personnel, MSST, and IRR.</li><li>• Maintain CG Institute records and provides assistance for all personnel in obtaining required educational materials for advancement.</li><li>• Maintain the Personnel Allowance List and Reserve Personnel Allowance List for ISC Seattle.</li><li>• Operate the ISC Seattle Learning Center.</li></ul>

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**ISC Seattle SOP, Chapter 2 – Key ISC Officials Duties and Responsibilities**  
**B. Personnel Services**

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# ISC Seattle SOP, Chapter 2 – Key ISC Officials Duties and Responsibilities

## C. Facilities Engineering

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### C. Facilities Engineering

#### 1. Section Overview

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**a. Introduction** This section describes the duties, responsibilities, and authority of key officials attached to the Facilities Engineering Division. For a complete list of assigned collateral duties for ISC Seattle Personnel, refer to Appendix B: Command Admin List.

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**b. In this section**

Topic	See Page
Facilities Engineer	2-C-2
Assistant Facilities Engineer	2-C-3
Maintenance Mechanic General Foreman	2-C-4
Port Services Officer	2-C-5
Chief Master-at-Arms	2-C-6
Environmental Branch Chief	2-C-7

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**ISC Seattle SOP, Chapter 2 – Key ISC Officials Duties and Responsibilities**  
**C. Facilities Engineering**

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**2. Facilities Engineer (e)**

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| <b>a. General</b>                                | The Facilities Engineer shall be the Chief, Facilities Engineering Division and is responsible for the operation, maintenance, and material readiness of the Integrated Support Command, and local government owned housing.   |
| <hr/>  |  |
| <b>b. Duties, responsibilities and authority</b> | <p>The Facilities Engineer will:</p> <ul style="list-style-type: none"><li>• Oversee the Maintenance and Repair Branch, the Environmental Branch, and the Port Services Branch of the Facilities Engineering Division.</li><li>• Administer the AFC-43 Shore Station Maintenance Program through CEU Oakland.</li><li>• Coordinate design input and construction phase activities for all AFC-43 and AC&amp;I projects.</li><li>• Act as Planning Officer for the preparation of master plans and all planning documentation.</li><li>• Act as COTR on construction contracts as required.</li><li>• Maintain Representational Facilities Resident's Guide and master plan.</li><li>• Maintain readiness and preparedness for natural disasters.</li></ul> |
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# ISC Seattle SOP, Chapter 2 – Key ISC Officials Duties and Responsibilities

## C. Facilities Engineering

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### 3. Assistant Facilities Engineer (ea)

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**a. General** The Assistant Facilities Engineer administers and oversees the AFC 43 program for ISC construction projects.

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**b. Duties, responsibilities and authority**

The Assistant FE will be responsible for the following:

- Administer AFC 43 Program
- Develop and administer “ISC” SSMR Program
- Acts as COTR for “ISC” construction projects
- Develop and administer the “ISC” AFC 43 self help program

As Public Affairs Officer:

- Serve as the command's representative on matters involving the public.
- Forward newsworthy items to The Coast Guard Magazine, Fleet Home-town News Center, D13 Public Affairs, etc.

As Assistant Command Security Officer:

- Assist the Command Security Officer as needed.
  - Provide security briefings/de-briefings to incoming/departing personnel.
  - Maintain appropriate physical security of the Integrated Support Command complex grounds, buildings, and equipment.
  - Maintain liaison with federal and local law enforcement agencies.
  - Assign and control all vehicle parking for official and privately owned vehicles for ISC staff and tenant commands.
  - Foreign travel report processing and security briefings.
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**ISC Seattle SOP, Chapter 2 – Key ISC Officials Duties and Responsibilities**  
**C. Facilities Engineering**

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**4. Maintenance Mechanic General Foreman (em)**

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<b>a. General</b>	The Maintenance Mechanic General Foreman oversee the day to day operations of the Maintenance Branch and acts as the COTR for all maintenance contracts, oversees ISC supported housing, provides review on AFC43 designs and provides guidance to the maintenance branch.
<b>b. Duties, responsibilities and authority</b>	<p>The Maintenance Mechanic General Foreman will</p> <ul style="list-style-type: none"><li>• Administer the Preventive Maintenance Program for all ISC facilities and equipment.</li><li>• Administer the Maintenance Work Request System for AFC-30 level routine maintenance for all ISC facilities and equipment.</li><li>• Ensure that utilities are provided to tenant commands ashore and afloat.</li><li>• Manage the AFC-30 maintenance budget.</li><li>• Oversee forklift licensing and operation.</li><li>• Schedule crane operations.</li><li>• Oversees ISC Fire Marshall.</li><li>• Administer a preventive and routine maintenance program for local government owned housing.</li><li>• Develop specifications and act as COTR for janitorial services, pest control, elevator maintenance, and other service contracts as required.</li><li>• Acts as COTR on construction contracts as required.</li><li>• Develop plans, specifications and estimates for minor construction projects.</li></ul>

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# ISC Seattle SOP, Chapter 2 – Key ISC Officials Duties and Responsibilities

## C. Facilities Engineering

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### 5. Port Services Branch Chief (ep)

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<b>a. General</b>	The Port Services Branch Chief is responsible for port services to cutters, BEQ management, physical security, Anti-Terrorism/Force Protection (AT/FP), disaster preparedness, and watchstanding.
<b>b. Duties, responsibilities and authority</b>	<p>The branch chief will:</p> <ul style="list-style-type: none"><li>• Coordinate Port Services for homeported and visiting cutters/vessels. Respond to LOGREQs. Designate berthing assignments for all vessels in coordination with SOPA.</li><li>• Coordinate ISC disaster preparedness.</li><li>• Oversee the CMAA in the operation/maintenance of the BEQ, and in the supervision/performance of ISC watchstanders.</li></ul> <p>As Physical Security Officer:</p> <ul style="list-style-type: none"><li>• Prepare and supervise the watch list and watchstanding procedures.</li><li>• Serve as the COTR for the security contract.</li><li>• Be responsible for physical security of buildings and grounds.</li><li>• Maintain physical security of the Integrated Support Command complex grounds, buildings, and equipment.</li><li>• Maintain liaison with federal and local law enforcement agencies.</li><li>• Enforce the assignment of reserved parking for official and private vehicles for ISC staff and tenant commands.</li><li>• Maintain liaison with the Field Intelligence Support Team (FIST).</li><li>• Conduct daily review of all classified traffic and intelligence reports.</li><li>• Maintain and exercise the unit Physical Security Plan and ensure adequate training and qualification of personnel.</li><li>• Supervise all transient personnel assigned to the Port Services Branch.</li></ul>

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# ISC Seattle SOP, Chapter 2 – Key ISC Officials Duties and Responsibilities

## C. Facilities Engineering

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### 6. Chief Master-at-Arms (ep-cmaa)

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<b>a. General</b>	<p>The Chief Master-At-Arms (CMAA) is responsible for the BEQ, watchstanding, enforcement of parking plans and policies, and motorpool. The CMAA reports to the Chief, Port Services Branch and functions as a staff assistant.</p>
<b>b. Duties, responsibilities and authority</b>	<p>The CMAA will:</p> <ul style="list-style-type: none"><li>• Manage the operation of the Bachelor Enlisted Quarters (BEQ), including berthing assignments, maintenance, and financial administration.</li><li>• Provide good order at Captain's Mast and Courts Martial proceedings, assembling necessary personnel on schedule, ensuring proper decorum.</li><li>• Supervise the performance of ISC watchstanders and all enlisted personnel within the Port Services (ep) branch.</li><li>• Develop and maintain a quarterly training plan to ensure watchstander and CDO qualifications are current.</li><li>• Enforce parking plans and regulations.</li><li>• Process all parking and moving violations as per Chapter 5-C of this SOP.</li><li>• Utilize Enlisted Personnel Evaluation Support Forms (EPESFs) for mid-term evaluation of non-rated personnel. (<i>CMAA and MAA use this for guidance of A&amp;T personnel</i>)</li><li>• Coordinate the operation and maintenance of the motor pool.</li><li>• Act as special projects officer for the Facilities Engineer and the Command.</li><li>• Supervise all transient personnel assigned to the MAA force.</li><li>• Act as unit urinalysis coordinator.</li></ul>

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## ISC Seattle SOP, Chapter 2 – Key ISC Officials Duties and Responsibilities

### C. Facilities Engineering

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## 7. Environmental Branch Chief (ee)

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| <b>a. General</b>                                | The Environmental Branch Chief has responsibility for the administration of a multi-faceted environmental compliance program at the ISC. Compliance issues include hazardous materials management, hazardous waste management, pollution prevention, clean air, clean water, community right to know, toxic substances, solid waste management, underground storage tank program, storm water management, and emergency response.   |
| <b>b. Duties, responsibilities and authority</b> | <p>The Environmental Branch Chief:</p> <ul style="list-style-type: none"><li>• Serves as Hazardous Material Coordinator and reviews all procurement requests for hazardous materials for impact on CG compliance and recommends alternative substances.</li><li>• Routinely inspects hazardous materials storage facilities for compliance and takes corrective action on discrepancies.</li><li>• As ISC Pollution Prevention Coordinator, chairs the Pollution Prevention Committee comprised of all ISC tenant commands. The committee's goal is waste minimization and environmental protection through the use of alternative products and/or processes, recycling, reuse of materials, and energy/water conservation.</li><li>• Act as COTR on construction contracts with environmental requirements.</li><li>• Is responsible for ensuring compliance with all federal, state, local, and CG regulations for the accumulation, storage, and transportation of all hazardous wastes for disposal.</li><li>• Is responsible for data collection and submission of all required reports to state and federal regulators on the generation of hazardous wastes at the ISC.</li><li>• Is responsible for preparing and maintaining environmental permit applications and plans as required by regulation or as directed.</li><li>• Ensures that spill response equipment is staged, inventoried, and periodically inspected. Ensures that personal protective equipment is on hand and that personnel are properly trained in its use. Acts as point of contact for local emergency responders and planning committees and works proactively to ensure preparedness for emergencies.</li><li>• Acts as point of contact for and gathers all information for environmental compliance evaluations and regulatory inspections. Maintains all environmental records and documentation as required by law.</li><li>• Oversees the ISC's Hazardous Materials Minimization Center.</li></ul> |
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**ISC Seattle SOP, Chapter 2 – Key ISC Officials Duties and Responsibilities**  
**C. Facilities Engineering**

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# ISC Seattle SOP, Chapter 2 – Key ISC Officials Duties and Responsibilities

## D. Health and Safety

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### D. Health and Safety

#### 1. Section Overview

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**a. Introduction** This section describes the duties, responsibilities and authority for key officials attached to the Health and Safety Division. For a complete list of assigned collateral duties for ISC Seattle Personnel, refer to Appendix B: Command Admin List.

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**b. In this section**

Topic	See Page
Chief, Health and Safety Division	2-D-2
Senior Medical Officer	2-D-4
Senior Dental Officer	2-D-5
Pharmacy Officer	2-D-6
Clinic Administrator	2-D-7
Safety and Environmental Health Branch Chief	2-D-9

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# ISC Seattle SOP, Chapter 2 – Key ISC Officials Duties and Responsibilities

## D. Health and Safety

### 2. Health and Safety Division Chief (k)

#### a. General

The Chief, Health and Safety Division is responsible for the supervision and administration of the Health Services Branch and the Safety and Environmental Health Branch. The Chief, Health Services Division is designated by the Coast Guard's United States Public Health Service Officer Assignment Panel.

#### b. Duties, responsibilities and authority

The Chief, Health and Safety Division will:

- Act as an advisor to the commanding officer regarding all health related matters.
- Under the executive officer, carry out the plan of the week as it pertains to the Health and Safety Division.
- Ensure that health care delivery is provided in a timely manner.
- Ensure the medical/dental readiness of all active duty personnel within the area of responsibility.
- In coordination with MLCPAC (k), establish the ISC clinic as a Patient Management site for units within area of responsibility.
- Review the division AFC-30 and AFC-57 budget submittals.
- Be responsible for the allocation of resources (personnel, funds, space, and equipment) with the division.
- Represent the division at staff meetings and ensure timely dissemination of information to division personnel.
- Prepare performance appraisals as appropriate and ensure that performance evaluation for all health services personnel are prepared and submitted in accordance with current directives.
- Review all division reports.
- Be responsible for the division-training program, including rotation of personnel assignments for training and familiarization, in the health care delivery system.
- Oversee clinic policies, procedures and protocols for compliance with the Medical Manual, MLC Instructions and SOP, and other pertinent directives.
- Provide oversight with regard to applicable Federal, state, and local statutes and regulations.
- Seek opportunities for cost reduction and enhancement of patient care through billet conversions, resource sharing, contacting, etc.

*Continued on next page*

**ISC Seattle SOP, Chapter 2 – Key ISC Officials Duties and Responsibilities**  
**D. Health and Safety**

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**2. Health and Safety Division Chief (k), Continued**

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**b. Duties, responsibilities and authority (cont'd)**

- Designate a clinic Quality Assurance Coordinator and ensure that the QA program is carried out.
  - Procter student extern programs.
  - Proactively support and promote the command wellness program.
  - Participate in health care initiatives with local/regional DOD delivery systems, under Headquarters and MLC guidance.
  - Oversee and promote work-life issues pertaining to health care.
  - Ensure strict compliance to current infection control procedures and standards.
  - Serve as chair of the Patient Advisory Committee.
  - Oversee Designated Supervisory Medical Officer (DSMO) and Designated Medical Officer Advisor (DMOA) programs.
  - Serve as liaison with other Unformed Services Medical Treatment Facilities (USMTFs)
  - Supervise the Branch Chief for the Health Services Branch and the Safety and Environmental Health Branch.
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## ISC Seattle SOP, Chapter 2 – Key ISC Officials Duties and Responsibilities

### D. Health and Safety

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### 3. Senior Medical Officer

<b>a. General</b>	The Senior Medical Officer is responsible for medical care provided at or through the ISC.
<b>b. Duties, responsibilities and authority</b>	<p>The Senior Medical Officer will:</p> <ul style="list-style-type: none"><li>• Supervise the operation of the medical clinic.</li><li>• Perform a physical examination(s) for each officer and enlisted member (active and reserve) as required by governing regulations. Perform such examinations when directed by the Commanding Officer or requested by Commanding Officers of tenant commands.</li><li>• Provide medical care to all active duty personnel attached to the ISC, other CG units, members' of other uniformed services and, to the extent possible, other beneficiaries who are eligible for such treatment.</li><li>• Refer patients to contract facilities or DOD facilities for care beyond local capabilities. Follow up as necessary to verify the performance as well as the quality of that care.</li><li>• Review treatments administered by health services technicians and physicians assistants assigned to the clinic.</li><li>• Carry out all required first aid training for ISC personnel and in-house training for HS's assigned.</li><li>• Convene medical boards as required.</li></ul>

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**ISC Seattle SOP, Chapter 2 – Key ISC Officials Duties and Responsibilities**  
**D. Health and Safety**

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**4. Senior Dental Officer**

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<b>a. General</b>	The Senior Dental Officer is responsible for dental care provided at or through the Integrated Support Command.
<b>b. Duties, responsibilities and authority</b>	<p>The Senior Dental Officer will:</p> <ul style="list-style-type: none"><li>• Supervise functioning of the dental clinic.</li><li>• Supervise, direct, coordinate, and train the personnel assigned to the clinic.</li><li>• Provide primary dental care for active duty personnel.</li><li>• Provide dental care to other beneficiaries to the extent possible.</li><li>• Supervise and coordinate the dental internship and hygienist programs, if any.</li><li>• Be responsible for the requisitioning and functioning of dental supply and the upkeep of clinical equipment.</li></ul>

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# ISC Seattle SOP, Chapter 2 – Key ISC Officials Duties and Responsibilities

## D. Health and Safety

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### 5. Pharmacy Officer

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<b>a. General</b>	<p>Under the direction of the Chief, Health and Safety Division, the Pharmacy Officer shall ensure that medications are acquired, stored, compounded, and dispensed according to applicable Federal laws. This applies to the ISC clinic as well as at those secondary clinics that are monitored on a collateral duty basis.</p>
<b>b. Duties, responsibilities and authority</b>	<p>The Pharmacy Officer will:</p> <ul style="list-style-type: none"><li>• Dispense and label all drugs, chemicals, and pharmaceutical products.</li><li>• Maintain signature files for all health care providers.</li><li>• Provide patient-oriented pharmaceutical services including monitoring for appropriate drug therapy, allergies, therapeutic duplication, and medication interactions.</li><li>• Provide verbal and written patient medication counseling when appropriate.</li><li>• Maintain routine stocked items at levels consistent with anticipated usage.</li><li>• Receive, safeguard, and issue all controlled substances as the command-designated custodian.</li><li>• Maintain current drug information files and a reference library of pertinent textbooks and professional journals.</li><li>• Implement the decisions of the Pharmacy and Therapeutics Committee and serve as secretary of that committee.</li><li>• Inspect all clinic stocks of drugs monthly.</li><li>• Develop and maintain a formulary for local use by medical and dental officers.</li><li>• Inform the clinical staff of new drug information, policy changes or other pertinent data on drugs.</li><li>• Maintain, update and document monthly inspections of poison antidote and emergency drug supplies.</li><li>• Provide technical advice concerning drug testing, substance abuse, and other pharmaceutical matters.</li><li>• Provide guidance and advice to the medical staff on current immunization requirements.</li></ul>

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# ISC Seattle SOP, Chapter 2 – Key ISC Officials Duties and Responsibilities

## D. Health and Safety

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### 6. Clinic Administrator (kh)

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| <b>a. General</b>                                | Under the direction of the Chief, Health and Safety Division, the Clinic Administrator acts as Chief, Health Services Branch and shall carry out management and administrative functions required to operate the health care facility. The Clinic Administrator will not be required, nor attempt, to perform clinical duties for which he/she is not trained.  |
| <hr/>  |   |
| <b>b. Duties, responsibilities and authority</b> | <p>The Clinic Administrator will:</p> <ul style="list-style-type: none"><li>• Plan, supervise, participate in, and coordinate the general administration of the health services facility.</li><li>• Prepare, submit, manage, and exercise fiduciary control and accountability over the Health and Safety Division's AFC-30 and AFC-57 funds</li><li>• Provide fiscal oversight over the acquisition of equipment and supplies.</li><li>• Maintain a planned program of equipment maintenance and replacement.</li><li>• Provide physical security of the Health and Safety Division's supplies and pharmaceuticals.</li><li>• Maintain liaison with other health agencies (military and civilian) in all health matters.</li><li>• Provide resources to assist medical and dental officers in emergency care of the sick and injured when necessary.</li><li>• Prepare the disaster preparedness plan as it relates to the Health and Safety Division.</li><li>• Seek opportunities for cost reduction and enhancement to patient care through billet conversions, resource sharing, contracting, etc.</li><li>• Serve as an advisor to the Chief, Health and Safety Division on all administrative matters.</li><li>• Oversee the supervision of enlisted personnel assigned to the Health and Safety Division.</li><li>• Ensure that correspondence, reports, and records comply with appropriate instructions.</li><li>• Maintain an adequate division reference library.</li><li>• Train subordinates, conduct classes, instruct enlisted personnel in their duties, and supervise their study of regulatory and professional publications and course for advancement in rating.</li><li>• Participate in a program of continuing education in Health Care Administration.</li></ul> |
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*Continued on next page*



## ISC Seattle SOP, Chapter 2 – Key ISC Officials Duties and Responsibilities

### D. Health and Safety

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#### 6. Clinic Administrator (kh), Continued

**b. Duties, responsibilities and authority (cont'd)**

- Assist beneficiaries with health benefits information.
  - Enforce standards of appearance and conduct of Health and Safety Division personnel.
  - Ensure that accurate, appropriate data is submitted into the, CHCS system, etc.
  - Oversee clinic rotation assignments of Health Services Technicians.
  - Implement clinic policies, procedures, and protocols, for compliance with Coast Guard regulations, the Medical Manual, MLC INST/SOP, and other pertinent directives.
  - Ensure compliance with all applicable Federal, state, and local statutes, together with the medical, dental and pharmacy officers.
  - Oversee and promote work-life issues pertaining to health care.
  - Serve as assistant chair for the Patient Advisory Committee.
  - Ensure that enlisted personnel evaluations for members assigned to the clinic are prepared and submitted in accordance with the Coast Guard Personnel Manual.
  - Provide administrative oversight in the areas of NONFED health care, TRICARE, contracts, and BPAs.
  - Ensure that health care invoices are processed in accordance with MLC INST/SOP.
  - Ensure that physical examinations comply with current standards.
  - In the absence of an environmental health officer, oversee the unit's Occupational Medical Monitoring Program and promote and administer the unit's environmental sanitation program.
  - Oversee the processing of medical boards.
  - Ensure the regular completion of Galley sanitation inspections.
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## 7. Safety and Environmental Health Branch Chief (ks)

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<b>a. General</b>	Provide safety and environmental health services to all units in D13 AOR to enable Commanding Officers to assess personnel and materiel readiness.
<b>b. Duties, responsibilities and authority</b>	<p>The Safety and Environmental Health Branch Chief will:</p> <ul style="list-style-type: none"><li>• Plan, budget, and execute a program for delivery of safety and environmental health services.</li><li>• Maintain liaison with MLCPAC (k), Federal, State, and Local agencies.</li><li>• Ensure applicable environmental and public health standards are adhered to.</li><li>• Establish and ensure on-site safety and environmental health practices during spill response.</li><li>• Identify, enroll, and disenroll occupationally exposed personnel in the Coast Guard Occupational Medical Monitoring Program (OMMP).</li><li>• Conduct required safety and environmental health-related training.</li><li>• Conduct sampling to quantify exposure risk.</li><li>• Assist units with implementing comprehensive risk management controls.</li><li>• Maintain and exercise the ISC Seattle Weapons of Mass Destruction (WMD) Plan.</li></ul>

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# ISC Seattle SOP, Chapter 2 – Key ISC Officials Duties and Responsibilities

## E. Comptroller

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### E. Comptroller

#### 1. Section Overview

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**a. Introduction** This section describes the duties of key officials attached to the Comptroller Division. For a complete list of assigned collateral duties for ISC Seattle Personnel, refer to Appendix B: Command Admin List.

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**b. In this section**

Topic	See Page
Comptroller	2-E-2
Accounting Branch Chief	2-E-3
Procurement and Contracting Branch Chief (COCO)	2-E-4
Property & Logistics Branch Chief	2-E-5
Food Services Officer	2-E-6
Morale Well-Being and Recreation (MWR) Branch Chief	2-E-8

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# ISC Seattle SOP, Chapter 2 – Key ISC Officials Duties and Responsibilities

## E. Comptroller

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### 2. Comptroller (f)

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| <b>a. General</b>                                | The Comptroller is responsible for the overall operation and administration of all supply and fiscal related functions and activities at the Integrated Support Command (ISC).   |
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| <b>b. Duties, responsibilities and authority</b> | <p>The Comptroller will:</p> <ul style="list-style-type: none"><li>• Advise the Commanding Officer and other staff officers on supply and fiscal matters.</li><li>• Administer all ISC supply and fiscal functions.</li><li>• Prepare budget estimates for carrying out all functions of the Division.</li><li>• Administer shipping and receiving functions in accordance with ISC policies.</li><li>• Serve as Property Officer in accordance with the Property Management Manual. Be responsible for supervising the preparation and maintenance of property records, custody receipts boards of survey, and disposal documents.</li><li>• Administer the system for billing and collection of ISC telephone charges.</li><li>• Perform the procurement function for ISC, MLCPAC, and other tenant commands.</li><li>• Provide supply, procurement, and logistical support to deployed vessels home ported at ISC.</li><li>• Manage use of ISC forklifts under the control of Comptroller.</li><li>• Oversee and administer the Morale Well-being and Recreation Program.</li><li>• Serve as the Commute Traffic Reduction (CTR) Liaison.</li></ul> |
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**ISC Seattle SOP, Chapter 2 – Key ISC Officials Duties and Responsibilities**  
**E. Comptroller**

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**3. Accounting Branch Chief (fa)**

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| <b>a. General</b> | The Accounting Branch Chief is responsible for the day-to-day execution of budget, accounting, and AFC funds management.   |
| <hr/>             |  |
| <b>b. Duties</b>  | <p>The Accounting Branch Chief will:</p> <ul style="list-style-type: none"><li>• Certify funds availability for obligation purposes. Manage the reconciliation of all PES reports for supported accounts. Compile and submit financial reports as requested by the Comptroller including fund certification, PES reconciliation and quarterly reports.</li><li>• Serve as the Unit LUFS administrator.</li><li>• Maintain ability to access and research in CAS.</li><li>• Regularly review and resolve financial open commitments, obligations and errors.</li><li>• Provide support to units in the ISC AOR.</li></ul> |
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**ISC Seattle SOP, Chapter 2 – Key ISC Officials Duties and Responsibilities**  
**E. Comptroller**

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**4. Procurement and Contracting Branch Chief (COCO) (fp)**

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**a. General**      The COCO oversees the execution of all procurement actions up to \$50,000 for supplies, services and construction for all ISC branches, D13 staff elements, ISC tenant commands, and D13 field units whose own procurement authority is lower than ISC Seattle's

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**b. Duties**      The Procurement Branch Chief will:

- Oversee all simplified acquisition and contracting activity within the command's designated procurement warrant level.
- Serve as the Chief of the Contracting Office for the ISC and entire D13 AOR.
- Serve as the Agency Program Coordinator for the government-wide commercial credit card covering the entire D13 AOR.
- Coordinate Procurement training requests in the entire D13 AOR.
- Manage the Mass Transit Fare Media Program.

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**ISC Seattle SOP, Chapter 2 – Key ISC Officials Duties and Responsibilities**  
**E. Comptroller**

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**5. Property & Logistics Branch Chief (fl)**

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| <b>a. General</b> | The Property and Logistics Branch Chief oversees the property management, shipping/receiving, logistics, and recycling functions of the Comptroller Division.  |
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| <b>b. Duties</b>  | <p>The Property &amp; Logistics Branch Chief will:</p> <ul style="list-style-type: none"><li>• Serve as the Contracting Officer's Representative (COR) for ISC Seattle's refuse contract.</li><li>• Coordinate D13 AOR-wide property reporting including:<ol style="list-style-type: none"><li>1. Annual Report of Survey Activity.</li><li>2. Annual Report of Utilization and Disposal of Excess Property.</li><li>3. Annual Report of Exchange/Sales Transactions.</li></ol></li><li>• Manage GSA vehicle reporting for the ISC and D13 AOR.</li><li>• Provide Lease property ledger accounting for D13 AOR.</li><li>• Maintain proper custody, integrity and control measures in execution of the shipping/receiving function.</li><li>• Maintain excellence in meeting all requirements of the CFO Act and associated audits.</li><li>• Mailroom operations and services.</li></ul> |
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# ISC Seattle SOP, Chapter 2 – Key ISC Officials Duties and Responsibilities

## E. Comptroller

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### 6. Food Services Officer (fg)

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<b>a. General</b>	The Food Services Officer (FSO) is responsible for the actual day-to-day operation of the Coast Guard Dining Facility (CGDF).
<b>b. Duties, responsibilities and authority</b>	<p>The Food Service Officer will:</p> <ul style="list-style-type: none"><li>• Ensure sufficient quantities of quality subsistence items are available at all times to meet normal requirements and emergencies.</li><li>• Review the Daily Ration Cost Record (CG-3471) each day.</li><li>• Supervise prescribed physical inventories and ensure subsistence items that were charged out, but not consumed, are returned to the CGDF's inventory.</li><li>• Inspect and store subsistence items; ensure the oldest subsistence items are used first and prevent accumulation of excess subsistence items in food preparation areas.</li><li>• Maintain all subsistence items and funds in custody collect amounts due and submit the funds to the collection clerk for deposit, submit invoices to the accounting office to support <u>Voucher for Transfers between Appropriation and/or Funds</u> (SF-1080) and <u>Voucher and Schedule of Withdrawal and Credits</u> (SF-1081) billings.</li><li>• Ensure the sanitation and cleanliness of food service spaces, equipment, utensils, and wholesomeness of food.</li><li>• Inspect receipts of subsistence items to ensure accurate quantities, weights, and compliance of specifications, and ensure no damaged or spoiled subsistence items are included in deliveries.</li><li>• Protect against food poisoning and infection resulting from improper handling or preparation of food; ensure the health of all personnel connected with receipt, storage, preparation, and handling of subsistence items; and remove food service personnel from those duties at the first sign of illness or infection.</li><li>• Ensure variety in menus and nutritional adequacy, proper preparation, service, and conservation of food.</li><li>• Ensure proper completion of required records, forms, and files for submission of prescribed reports.</li><li>• Ensure strict compliance with all regulations and directives pertaining to the CGDF.</li><li>• Provide and supervise special food services.</li></ul>

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*Continued on next page*

## ISC Seattle SOP, Chapter 2 – Key ISC Officials Duties and Responsibilities

### E. Comptroller

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#### 6. Food Services Officer (fg) Continued

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<b>c. Relief of the FSO</b>	Formal procedures are required for a permanent relief of the FSO. During formal relief, the incoming and outgoing FSO must conduct a complete physical inventory of all subsistence items to establish their true value.
<b>d. Relief in the absence of the outgoing FSO</b>	During these procedures, the incoming and the outgoing FSO's should be present. If the outgoing FSO cannot be present, the CO/OINC must designate an officer to serve as witness to the formal relief.
<b>e. Relief should occur at the end of the Month</b>	If possible, formal relief will be held at the end of the month so the regular report also serves as the relief report.
<b>f. Relief letter</b>	<p>A letter of formal relief will be initiated by the incoming FSO. A copy of this letter signed by the CO/OINC must be forwarded with the required <u>Coast Guard Dining Operating Statement</u> (CG-2576) and must include:</p> <ul style="list-style-type: none"><li>• A statement of all the duties assumed by the incoming FSO.</li><li>• A statement of all the duties relinquished by the outgoing FSO.</li><li>• A complete physical inventory of all unconsumed subsistence items in whole units posted on the <u>Provision Inventory Formal Relief Report</u> (CG-4261)</li></ul>

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**ISC Seattle SOP, Chapter 2 – Key ISC Officials Duties and Responsibilities**  
**E. Comptroller**

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**7. Morale Well-being and Recreation Branch Chief (mwr)**

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**a. General**

The Morale Well-Being and Recreation Branch Chief supervises the operations of the recreational programs and facilities under the control of the ISC.

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**b. Duties, responsibilities and authority**

The Morale Well-being and Recreation Branch Chief shall:

- Oversee the daily operations of the ISC Seattle Fitness Center.
  - Oversee the usage and distribution of MWR equipment.
  - Oversee the operations of the ISC MWR Camping site.
  - Account for and distribute NAF morale funds throughout the D13 AOR.
  - Manage ticket and discount programs.
  - Maintain liaison with DOD MWR activities within the Puget Sound Region.
  - Maintain the ISC Seattle's portable sound systems and equipment.
  - Coordinate, in conjunction with the D13 staff, an annual Coast Guard Day picnic.
-

**ISC Seattle SOP**  
**Chapter 3-Tenant Commands and Off-Site Customers**

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## **1. Chapter Overview**

---

**a. Introduction**     This chapter lists ISC Seattle’s tenant commands and off-site customers, their responsibilities, and services provided to them by the ISC.

---

**b. In this chapter**

<b>Topic</b>	<b>See Page</b>
Tenants at the ISC Site	3-2
Tenant Command Responsibilities	3-3
Tenant Services – General Information	3-4
Off-Site Customers in the D13 AOR	3-5
Off-Site Services – General Information	3-6

---

**ISC Seattle SOP**  
**Chapter 3-Tenant Commands and Off-Site Customers**

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## **2. Tenants at the ISC Site**

---

**a. List of Tenants Commands**

The following command entities are tenants at the ISC Site:

- Sector Seattle  
*(formerly: Marine Safety Office Puget Sound, Vessel Traffic Service Puget Sound, and CG Group Seattle)*
  - CGC POLAR STAR
  - CGC POLAR SEA
  - CGC MELLON
  - CGC MIDGETT
  - CGC BAYBERRY
  - CGC HEALY
  - Naval Engineering Support Unit Seattle
  - Electronics Systems Support Unit Seattle
  - Aids to Navigation Team Puget Sound
  - CG Station Seattle
  - Armory (PACAREA)
  - Consolidated Exchange (CGES)
  - Coast Guard Pacific Northwest Museum (Charitable Corporation)
  - MSST 91101
  - Various “on-site” private contractors (subject to contract specs)
-

### **3. Tenant Command Responsibilities**

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<b>a. General</b>	Although the ISC provides general services and consolidated support functions, each tenant command is responsible for the internal operation of their unit.
<hr/>	
<b>b. Responsibilities</b>	<p>Responsibilities of tenant commands include, but are not limited to, the following:</p> <ul style="list-style-type: none"><li>• Unit work schedules, leave, liberty, and watches.</li><li>• Funding unit-related expenditures not specifically funded by the ISC, for example:<ul style="list-style-type: none"><li>❑ Repairs, additions, or improvements to personal property located within tenant spaces.</li><li>❑ Routine housekeeping supplies.</li><li>❑ ADP hardware and software for unit use only.</li><li>❑ Repair and/or replacement of equipment and facilities damaged through careless, inattention, or negligence of unit personnel.</li></ul></li><li>• Military justice actions.</li><li>• Correcting safety discrepancies (not requiring a FE workorder).</li><li>• Maintaining the cleanliness of unit spaces except where covered by contracted housekeeping services.</li><li>• Conducting unit investigations, boards, courts, and promotional campaigns.</li><li>• Maintaining any specific unit security requirements.</li><li>• Adhering to ISC regulations and procedures.</li><li>• Advising CO, ISC of space need changes, required general maintenance, and similar items which affect ISC services and the ISC Master Plan.</li><li>• Cooperation with and participation in base-wide drills and exercises conducted by ISC Seattle.</li></ul>

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**ISC Seattle SOP**  
**Chapter 3-Tenant Commands and Off-Site Customers**

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## **4. Tenant Services – General Information**

---

- |                               |   |
|-------------------------------|---|
| <b>a. Introduction</b>        | A general outline of functions and services performed for ISC tenants is discussed in Chapter 1 in the sections dealing with ISC Missions, Responsibilities by Division, Branch and Section and in Command Relationships.   |
| <hr/>                         |   |
| <b>b. Functional Matrices</b> | A synopsis of functions/services with identified providers and recipients (customers) is contained in Chapter 1 of this SOP and clarified further in Appendix B: Command Admin List. These matrices were developed during the streamlining evolution leading to establishment of the ISC. These matrices, tailored for local variations, appear in all ISC SOPs to promote standardized service/expectation levels. |
| <hr/>                         |   |
| <b>c. Customer Handbook</b>   | Process guidance for ISC site services is contained in Enclosure (1), Customer Handbook. This guidance is designed to facilitate tenant access to and usage of, a variety of services, equipment and facilities   |
| <hr/>                         |   |

**ISC Seattle SOP**  
**Chapter 3-Tenant Commands and Off-Site Customers**

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## **5. Off-Site Customers in the D13 AOR**

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**a. Seattle Area Customers**      Off-site Seattle Area Customers include:

- District 13 Staff and Flag Quarters
- CG Recruiting Offices
- FD&CC Pacific
- CGIS
- PSU 313
- Administrative Law Judge
- Retiree Council

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**b. Field units**      Field Units Throughout the AOR include:

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ANT Astoria	Station Chetco River
ANT Kennewick	Station Grays Harbor
ANT Portland	Station Neah Bay
ANT Coos Bay	Station Port Angeles
National Motor Lifeboat School	Station Quillayute River
Naval Coastal Warfare Squadron 33	Station Siuslaw River
Air Station Astoria	Station Tillamook Bay
Air Station North Bend	Station Umpqua River
Air Station Port Angeles	Station Yaquina Bay
Sector Astoria	National Rescue Swimmer School
Sector North Bend	USCGC CUTTYHUNK (WPB 1322)
Sector Port Angeles	USCGC COWSLIP (WLB 277)
Sector Portland	USCGC ORCAS (WPB 1327)
PRO-RB S. (Port Orchard, WA)	USCGC ADELIE (WPB-87333)
Loran Station George	USCGC OSPREY (WPB 87307)
Loran Station Havre	USCGC SEA LION (WPB-87252)
Station Coos Bay	USCGC BAYBERRY (WLI-65400)
Station Depoe Bay	USCGC HENERY BLAKE (WLM-563)
Station Bellingham	USCGC ALERT (WMEC 620)
Station Cape Disappointment	USCGC STEADFAST (WMEC 623)
	USCGC ACTIVE (WMEC 618)

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**ISC Seattle SOP**  
**Chapter 3-Tenant Commands and Off-Site Customers**

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## **6. Off-Site Services – General Information**

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- |                               |   |
|-------------------------------|---|
| <b>a. Introduction</b>        | A general outline of functions and services performed for ISC tenants and in many cases, off-site customers that visit the ISC site, is discussed in Chapter 1 in the sections dealing with ISC Missions, Responsibilities by Division, Branch and Section, and in Command Relationships.   |
| <hr/>                         |   |
| <b>b. Functional Matrices</b> | A synopsis of functions/services with identified providers and recipients (customers) is contained in Chapter 1 of this SOP and clarified further in Appendix B: Command Admin List. These matrices were developed during the streamlining evolution leading to establishment of the ISC. These matrices, tailored for local variations, appear in all ISC SOPs to promote standardized service/expectation levels. |
| <hr/>                         |   |
| <b>c. Customer Handbook</b>   | Process guidance for ISC site services is contained in Enclosure (1), Customer Handbook. This guidance is designed to facilitate off-site customer access to and usage of, a variety of services, equipment and facilities.   |

## ISC Staff Internal Guidance/Policies

### A. Assignment to Duties

#### 1. Section Overview

- 
- a. Introduction** This section describes ISC staff officer and enlisted duty assignments. The duties and responsibilities of various boards and committees are also discussed.
- 

**b. In this section**

Topic	See Page
Officer and Enlisted assignments	4-A-2
Human Relations Council	4-A-3
Safety Board	4-A-4
Health/Safety Services Quality Assurance Focus Group	4-A-5
Patient Advisory Committee	4-A-6
Morale Committee	4-A-7
Unit Training Board	4-A-8

---

## ISC Seattle SOP, Chapter 4-ISC Staff Internal Guidance/Policies

### A. Assignment to Duties

---

## 2. Officer and Enlisted Assignments

---

<b>a. General</b>	Each officer and enlisted member shall have a specific assignment to duty in the ISC organization.
<b>b. Officer assignment</b>	The Commandant, as indicated on the member's PCS orders, will normally make officer duty assignments.
<b>c. Enlisted assignments</b>	Enlisted duty assignments shall be in accordance with the billet structure.
<b>d. Primary and collateral duty designations</b>	Specific designations of primary and collateral duties and stewardships are contained in Appendix B: Command Admin List.

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## ISC Seattle SOP, Chapter 4-ISC Staff Internal Guidance/Policies

### A. Assignment to Duties

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#### 3. Human Relations Council

---

<b>a. General</b>	The purpose of the ISC Human Relations Council is to keep the Commanding Officer informed and aware of civil rights matters at the ISC. This council supplements the normal chain-of-command.
<b>b. Composition</b>	The Council will be comprised of one or more representatives from each ISC Division/Branch and it will be balanced as to age, race, gender and ethnicity reflective of the command. Annually, sitting members will vote for Chair, Vice Chair & Secretary positions. The Chair conducts the meeting (VC in lieu of).
<b>c. Duties and responsibilities</b>	<p>The ISC Human Relations Council will:</p> <ul style="list-style-type: none"><li>• Be familiar with informal &amp; formal complaint process.</li><li>• Represent all military members and civilian employees at the ISC on human relation matters that cut across division lines.</li><li>• Provide a forum for frank discussions to help identify and resolve potential problem areas or sources of tension.</li><li>• Assess the degree to which the Commandant's Civil Rights Program is followed at the ISC and recommend areas for possible improvement.</li><li>• Be familiar with and coordinate the Special Observances Program.</li><li>• Prepare minutes for review by (P), XO, CO, for further posting on ISC web.</li><li>• Solicit membership on council.</li><li>• Forward complaints to CD-CRO.</li></ul>
<b>d. Required meetings</b>	The ISC Human Relations Council will meet at least quarterly & report such to CD-CRO.

---

## ISC Seattle SOP, Chapter 4-ISC Staff Internal Guidance/Policies

### A. Assignment to Duties

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#### 4. Safety Board

---

<b>a. General</b>	The purpose of the ISC Safety Board is to promote safety and to review safety programs at the ISC.
<b>b. Composition</b>	The Executive Officer chairs the board, the Safety Supervisor acts as recorder, and the Fire Marshall is a member. Other division representatives are appointed as necessary.
<b>c. Duties and responsibilities</b>	<p>The Safety Board will:</p> <ul style="list-style-type: none"><li>• Promote safety and review/discuss the safety program and identify any potential safety hazards or unsafe practices.</li><li>• Advise the Commanding Officer, as well as the commanding officers of tenant commands, of any unsafe practices or safety hazards requiring remedial action.</li><li>• Coordinate activities to ensure safe practices throughout the ISC. Oversee training, publicity, inspections, and drills.</li></ul>
<b>d. Required meetings</b>	The Safety Board will meet at least quarterly and shall submit written minutes to the CO/XO for review.

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## ISC Seattle SOP, Chapter 4-ISC Staff Internal Guidance/Policies

### A. Assignment to Duties

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#### 5. Health/Safety Services Quality Assurance Focus Group

---

<b>a. General</b>	The purpose of the Health/Safety Services Quality Assurance Focus Group is to monitor, review, and evaluate the performance of the ISC Clinic.
<b>b. Composition</b>	This group shall consist of members representing as broad a spectrum of health care backgrounds and disciplines as possible. Members shall be appointed in writing.
<b>c. Duties and responsibilities</b>	<p>The Health Safety Services Quality Assurance Focus Group will:</p> <ul style="list-style-type: none"><li>• Identify and resolve problems impacting the quality and responsiveness of health care delivery at the ISC.</li><li>• Develop a monitoring and evaluation program to identify those areas of greatest impact and risk and determine if and how improvements can be made.</li><li>• Develop an in-house systematic review of health records to ensure adherence and compliance with the Quality Assurance checklist.</li><li>• Using the MLCPAC Quality Assurance checklist, evaluate the performance of the clinic and related health care providers and develop solutions to any identified problem areas.</li></ul>
<b>d. Required meetings</b>	The Group shall meet at least quarterly and submit minutes of each meeting to the CO/XO for review.

---

## ISC Seattle SOP, Chapter 4-ISC Staff Internal Guidance/Policies

### A. Assignment to Duties

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#### 6. Patient Advisory Committee

---

<b>a. General</b>	The purpose of the Patient Advisory Committee is to provide feedback to the ISC on health care services.
<b>b. Composition</b>	The ISC Patient Advisory Committee (PAC) shall consist of a representative from each command in the Puget Sound Area, a retired representative, and a representative from each of the local spouses or family clubs. The Chief, Health and Safety Division or his or her designee shall act as chairperson.
<b>c. Duties and responsibilities</b>	Specific objectives of the PAC are outlined in COMDTINST M6010.10(Series).
<b>d. Required meetings</b>	Meetings shall be conducted on the second Wednesday of each calendar quarter at 1330. Minutes of the meeting shall include a list of those attending and will be forwarded to the ISC Commanding Officer with a copy to each PAC member.

---

## ISC Seattle SOP, Chapter 4-ISC Staff Internal Guidance/Policies

### A. Assignment to Duties

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#### 7. Morale Committee

---

<b>a. General</b>	The purpose of the ISC Morale Committee is to review, plan, and implement the ISC's morale program and make recommendations regarding that program to the Executive Officer.
<b>b. Composition</b>	The morale committee is made up of representatives from each ISC branch. The Chairperson is designated by the Command. The Command Master Chief shall act as a non-rating advisor to the Morale Committee. The unit morale officer will act as the committee treasurer.
<b>c. Duties and responsibilities</b>	<p>The Morale Committee will:</p> <ul style="list-style-type: none"><li>• Annually elect a Committee Chair, Vice-Chair, and Secretary.</li><li>• Maintain and publish written minutes of each meeting.</li><li>• Review ISC morale activities, events, and planned expenditures of both appropriated and non-appropriated morale funds.</li><li>• Prepare annual budget for command approval.</li><li>• Recommend activities, events, and the expenditure of morale funds that will provide the broadest benefit to eligible personnel at the ISC. <u>Emphasize group events and activities vice those that benefit just a few personnel.</u> Ensure that resources are applied equitably for all ISC and eligible tenant command personnel.</li><li>• Recommend both workday and after hours activities.</li><li>• Solicit comments and recommendations from other members of the command.</li><li>• Plan and put on an annual Holiday Social.</li><li>• Assist in carrying out planned and approved morale activities.</li><li>• Maintain and account for unit owned morale gear.</li></ul> <p>Note: The duties of this committee are unrelated to the ISC mission requirement to disburse D13 MWR funds to D13 field units per D13 priorities.</p>
<b>d. Required meetings</b>	The ISC Morale Committee will meet at least quarterly.

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## ISC Seattle SOP, Chapter 4-ISC Staff Internal Guidance/Policies

### A. Assignment to Duties

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#### 8. Unit Training Board

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- |   |   |
|---|---|
| <b>a. General</b>                           | The Personnel Services Division is responsible for the administration of the Training Program in accordance with the Training and Education Manual, COMDTINST M1500.10 (Series). Force Optimization & Training Branch will be assigned the collateral duty of Chair, Training Board and will be responsible for the planning, budgeting, and processing of training schedules/needs for the unit. The Training Officer serves as an executive secretary to the training board, and administers the units training program.          |
| <hr/>                                       |   |
| <b>b. Unit Training Board</b>               | <p>The purpose of the Unit Training Board is to plan and administer unit training needs.</p> <ul style="list-style-type: none"><li>• The Unit Training Board will be designated in writing by the Commanding Officer.</li><li>• Its membership will be made up of one representative from each Integrated Support Command Division.</li><li>• A Training Board Meeting will be held at least quarterly.</li><li>• The Chair will forward minutes of each meeting to the Commanding Officer via Chief, Personnel Division.</li></ul> |
| <hr/>                                       |   |
| <b>c. Executive Training Board</b>          | <p>The purpose of the Executive Training Board is to approve general <u>mission essential</u> training requirements as developed by the Unit Training Board.</p> <ul style="list-style-type: none"><li>• Membership consists of the Senior Leadership Team (SLT).</li><li>• The Executive Training Board will meet in August/September of each year.</li></ul>  |
| <hr/>                                       |   |
| <b>d. Adhoc Board Meeting</b>               | <p>The Chair may convene an adhoc board meeting any time unit training needs dictate such action. The training board representative from each branch will attend.</p>   |
| <hr/>                                       |   |
| <b>e. Division Officer Responsibilities</b> | <p>Each Division Officer will plan division-training needs and submit requirements to the Training Officer for training acquisition.</p> <ul style="list-style-type: none"><li>• Long-range training requirements will be submitted to the Training Board, via the division representative for planning/ consideration.</li></ul>   |
- 

*Continued on next page*

## ISC Seattle SOP, Chapter 4-ISC Staff Internal Guidance/Policies

### A. Assignment to Duties

---

#### 8. Unit Training Board, Continued

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##### **f. Training Requests**

When submitting requests for training to the Training Officer, the Division Officer will provide the information below.

- Training sources, including mailing addresses and training sites.
- Training dates.
- Names of members who require training.
- Employee ID number (EMPLID).
- Dates of birth (*Only when requested training has an age limitation*).
- Home addresses.
- A determination whether or not the training is mission essential.

Training requests will be reviewed by the Training Officer; Chief, Personnel Services; and the Executive Officer for final determination

---

##### **g. Training Officer (TO) Responsibilities**

The Training Officer (TO) will administer the day-to-day processing of all unit training requests. The TO will ensure compliance with the Training and Education Manual and any applicable MLCPAC regulation/instructions in performing these duties.

---

##### **h. Training priorities**

The Training Officer will ensure prioritization of all training requests to facilitate completion of unit training in the following order:

- (1) Mission Essential training as determined by the Executive Training Board and Unit Training Board.
  - (2) Mission Improvement training.
  - (3) Personal career development training.
  - (4) Personal development training.
- 

##### **i. Training budget**

The Training Officer will submit, annually, in Aug/Sep of each year, a compiled training budget for the next fiscal year to MLCPAC for the acquisition of training funds.

The TO shall ensure the Chief, Personnel Services Division and the Executive Officer is updated quarterly as to the current training budget balance and pending training request.

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**ISC Seattle SOP, Chapter 4-ISC Staff Internal Guidance/Policies**  
**B. Facilities Maintenance**

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**B. Facilities Maintenance**

**1. Section Overview**

---

**a. Introduction**     This section describes ISC Seattle's facilities inspections and maintenance.

---

**b. In this section**

Topic	See Page
Facilities Maintenance -- General	4-B-2
Facilities Inspection Schedule	4-B-4
Preventive Maintenance System	4-B-5

---

## 2. Facilities Maintenance -- General

---

### a. General

The ISC Facilities Engineering (FE) Division is responsible for the maintenance and repair of all buildings, structures, grounds, and waterfront facilities at the Pier 36 complex and owned Government housing in the greater Seattle Area. Additionally, the FE Division is responsible for providing and maintaining utility services to all piers, structures, and buildings. Maintenance or repairs to special equipment or systems controlled by tenant commands are the responsibility of that tenant.

---

### b. Maintenance Services

The FE Division provides the following services:

**Inspection.** Conduct maintenance inspections of ISC and tenant shore facilities to determine upkeep, repair, or replacement needs.

**Preventive maintenance.** Perform routine preventive maintenance of all installed systems such as: lighting and electrical systems, alarms, elevators, fire protection and prevention systems, heating and air conditioning, and water and sewer.

**Repairs.** Maintain/repair buildings and shore facilities.

- Provide tenants with a procedure to report identified discrepancies or request work.
- Establish priorities among work requests.
- Review proposed projects for compatibility with Coast Guard standards, planning documents, and technical codes.

**Facilities Planning.** Coordinate development of the ISC Master Plan, planning documents, and project documents for modifications or additions to ISC facilities.

**Painting.** Coordinate the painting of all shore spaces as needed.

**Fire Marshal.** Serve as Fire Marshal for ISC and all tenants, conducting drills, fire systems evaluation and planning, fire systems testing and repair.

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*Continued on next page*

## 2. Facilities Maintenance -- General, Continued

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**b. Maintenance Services** (cont'd)      **Contracting Officer's Technical Representative (COTR).** Serve as COTR for all custodial, pest control, maintenance, repair, construction or alteration, and utility contracts for ISC unless the contract specifies otherwise.

**Custodial Services.** Act as the COTR for Custodial Services contract providing service to the ISC and tenant Commands. Tenant Commands shall provide funds for the service in their spaces.

---

**c. Shore Station Maintenance Records**      FE Division is responsible for managing Shore Station Maintenance Records (SSMR) for all ISC facilities. Tenants noting a need for any of the following must submit a work request to ISC for review and action.

- Changing the function of a space 100 square feet or larger in size, such as converting an office space into a locker room.

Note: Facilities Engineering should be advised of any change in function to spaces smaller than 100 square feet.

- Repairs or improvements to property exceeding \$3000 for labor and materials.
  - Any structural changes or modifications to buildings, structures and fixed plumbing sewage, heating, ventilation or electrical systems.
-

# ISC Seattle SOP, Chapter 4-ISC Staff Internal Guidance/Policies

## B. Facilities Maintenance

### 3. Facilities Inspection Schedule

**a. General** Regular inspections of ISC facilities shall be conducted to determine upkeep, repair, or replacement needs.

**b. Schedule** Facility inspections shall be conducted in accordance with this schedule.

Inspection	Responsible	Frequency
Material	Division Reps	Weekly
Weight-lift equipment	MLCPAC (ks)	Annually
Roofs	FE Division	Semi-Annually
Piers & Camels	FE Division	Annually
D13 Repres. Facilities	FE Div	Annually
CO's Material Inspection	CO/FE Division	Monthly
Fire Suppression System	Fire Marshal	Annually
Elevators	WA State Inspector/FE Division	Annually
Fire Safety/Equipment	Fire Marshal/FE	Various- PMS
Environmental Health Audit	MLCPAC (keh)	Annually
Safety and Occupational Health Survey	MLCPAC (kse)	Annually
Civil Engineering Inspection	FD&CC Pacific	Biennial

<u>January</u>	<u>ZONE 1:</u>	BLDG 1: Basement, 1 <sup>st</sup> and 2 <sup>ND</sup> FLOORS
<u>February</u>	<u>ZONE 2:</u>	BLDG 1: 3 <sup>rd</sup> , 4 <sup>th</sup> & 5 <sup>th</sup> FLOORS and ROOF
<u>March</u>	<u>ZONE 3:</u>	BLDG 2: (EXCH.) & 5 (Bear Room/Museum)
<u>April</u>	<u>ZONE 4:</u>	BLDG 3: STATION SEATTLE, ESU AND FE SPACES
<u>May</u>	<u>ZONE 5:</u>	BLDG 3: NESU, GYM, and TENNIS COURT SPACES
<u>JUNE and JULY:</u>		No inspections during these months
<u>August</u>	<u>ZONE 6:</u>	BLDG 6: (BEQ and GALLEY).
<u>September</u>	<u>ZONE 7:</u>	BLDG 7: BASEMENT, BOILER ROOM and 1 <sup>st</sup> FLR & COMP Spaces
<u>September</u>	<u>ZONE 10:</u>	Piers, Pier Apron, South Grounds & Waterfront.
<u>November</u>	<u>ZONE8:</u>	BLDG 7: 2 <sup>nd</sup> , 3 <sup>rd</sup> , 4 <sup>th</sup> Floors and Roof
<u>December</u>	<u>ZONE 9:</u>	Bldg 8 (SECTOR OPS Construction site) / Bldg 10 (ATON Bldg) & Magazine

## 4. Preventive Maintenance System (PMS)

---

<b>a. General</b>	The ISC's Preventive Maintenance System (PMS) covers the regularly scheduled maintenance of all facilities and equipment at ISC Seattle. Most maintenance items can be performed by the Facilities Engineering work crew. However, some items must be contracted for. Other maintenance that cannot be regularly scheduled should be requested through the Maintenance Work Request System.
<b>b. New Preventive Maintenance Items</b>	<p>When a new facility or equipment item becomes property of the Integrated Support Command, then its maintenance should become part of the PM system. The custodian of the property and the Facilities Engineering leader will establish the recurrence of the PM. The following minimum information is required:</p> <ul style="list-style-type: none"><li>• Description of PM</li><li>• Estimated Hours to Perform</li><li>• Location on ISC Site</li></ul>
<b>c. Changing or Removing Preventive Maintenance Items</b>	Facilities Engineering personnel may change the PM item information based on custodian input or maintenance experience. The custodian of the property shall notify the Facilities Engineer when a major piece of equipment is relocated or removed.
<b>d. Listing of Preventive Maintenance Items</b>	At the request of the property custodian, a listing of all PM items with their recurrence is available from Facilities Engineering.

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**ISC Seattle SOP, Chapter 4-ISC Staff Internal Guidance/Policies**  
**C. Personnel Accounting**

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**C. Personnel Accounting**

**1. Section Overview**

---

**a. Introduction**     This section prescribes procedures for accounting of personnel assigned to ISC Seattle.

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**b. In this Section**

<b>Topic</b>	<b>See Page</b>
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## ISC Seattle SOP, Chapter 4-ISC Staff Internal Guidance/Policies

### C. Personnel Accounting

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## 2. ISC Seattle Authorized Work Schedules

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- a. References**
- a. Coast Guard Health Promotion Manual, COMDTINST 6200.1 (series)
  - b. Office of Personnel Management (OPM) Handbook On Alternative Work Schedules (<http://www.opm.gov/oca/aws/index.htm>)
  - c. Personnel Manual, COMDTINST M1000.6 (series)
  - d. Compressed Work Schedules for Coast Guard Members, COMDTINST M5330.9
  - e. Coast Guard Telecommuting Program, COMDTINST 12630.1
  - f. Gliding Flexible Work Schedule and Credit Hour Program, COMDTNOTE 5330
- 

- b. Coverage**
- This notice applies to full and part-time civilian employees and military members assigned or attached to the ISC. Unless otherwise specified, military members are synonymous with full-time employees. Staff elements may include or exclude selected categories of employees or members to enable meeting organizational goals, missions, or needs. Employees desiring a “normal” 0800 – 1630 (with appropriate lunch period) work schedule, are not required to complete an Individual Work Request (IWR), (encl. (1)). Watch standers in positions such as shuttle van driver, fitness center attendant, mess cook, duty cook, I.D. card desk watch, etc., shall follow separate standardized schedules (established and approved by the appropriate Branch Chief) to fulfill the required customer service standards.
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- c. Discussion**
- Providing variable work schedules to civilian employees and military members offers the Coast Guard additional flexibility for recruiting and retaining a high quality and diverse workforce.
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- d. Definitions and Policies**
- The following definitions and policy will apply to Alternate Work Schedules members working at ISC Seattle will adhere to.
- 1. Core hours: Time periods during the normal workday that all employees, regardless of work schedule are required to be present for work. Core hours are 0800-1100 and 1300-1430.
  - 2. Flex band hours: Additional hours that an employee combines with core hours to make up a full workday. Flex bands are from 0600 to 0800 and 1430 to 1730, with a lunchtime flex period of from 1100-1300.
  - 3. Lunch period: Supervisors can exercise considerable flexibility with their employees to schedule an uncompensated lunch period, with lunchtime flex band of 1100 to 1300. A minimum 30-minute uncompensated lunch period is required for all full-time employees.
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2. ISC Seattle Authorized Work Schedule Continued

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**d. Definitions and Policies (continued)**

4. Business hour coverage: The minimum period each day that all ISC staff offices will be open and appropriately staffed. Business hours are from 0700 to 1500, Monday through Friday, except Federal Holidays.
5. Physical fitness and onsite college course participation: Authorized for all full-time personnel on an operations permitting basis. For civilian employees, this authorization is for up to 59 minutes of Administrative Absence to be used during the lunch period, 3 days a week, which may be combined with the minimum, uncompensated 30 lunch period, for a total of 89 minutes. This 59-minute authorization exhausts a supervisor's authority to grant early departure to civilian employees at the end of the workday. For instance, a civilian employee may not take advantage of a civilian-wide granting of 59 minutes/Administrative Absence/ at the end of the day if they have already participated in physical fitness or onsite college classes that same day in which they were granted an administrative absence to attend. In accordance with reference (a), Chapter 1.G.3.b., military members shall be provided a minimum of three hours per week during working hours, operations permitting, for voluntary participation in physical fitness enhancing activities.
6. Premium Pay: Pay for night work (1800 through 0600) or holidays will not be paid to an employee who, on his or her own, voluntarily elects to work these periods.
7. Overtime/Compensatory Time: Must be approved in advance of doing the work. Any hours that are worked in excess of the established Individual Work Schedule must be prior approved by member's Division Chief (having overtime allocation authority). This approval authority may not be delegated.
8. Telecommuting: Will not normally be approved. On those rare occasions, where a clear advantage can be shown, requests will be submitted to the Division Chief, via normal supervisory chain. Routine for telecommuting schedules ultimate approval must be obtained from the Executive Officer and will be based upon a case-by-case justification and documentation that all requirements of COMDTINST 12630.1 have been satisfied.
9. Alternate Work Site: On those rare and infrequent occasions, when working at an alternate work site (other than TAD) would be necessary or beneficial to mission accomplishment, Branch Chiefs may authorize. Ex.: conferences, meetings, research, inspections or similar type events.
10. Credit Hours: COMDTNOTE 5330 of 19 AUG 02 explains the Credit Hour program. This program is not currently authorized at ISC Seattle.

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*Continued on next page*

2. ISC Seattle Authorized Work Schedule, Continued

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**e. Authorized Work Schedules**

The ISC Commanding Officer, Executive Officer, and Division Chiefs are authorized to approve work schedules for employees by endorsing an Individual Work Request, (IWR) (encl (1)), routed via the respective Branch Chief. IWR's shall be submitted when an employee first reports to the unit and at least 30 days prior to the desired effective date of a change. IWR's can normally be changed no more than twice a year and should be submitted for command approval within one week of reporting, or of policy implementation, to be effective the next available pay period for civilians. For military members, IWR's will be effective immediately upon approval. Abuses of the program will result in termination of the privilege. Reinstatement requests will be submitted via proper chain and approved only by the Executive Officer. The following Authorized Work Schedules are available:

1. **Normal Work Schedule: 0800 – 1630.** Self-explanatory. (No IWR required)
2. **Flexible Work Schedule (FWS):** A FWS allows a combination of core and flexible band hours to meet a basic work requirement of 8 hours in each workday and 40 hours in each workweek. Selection of a FWS requires an employee to work the same set hours each workday.
3. **Gliding /Flexible Work Schedule (GWS):** A GWS allows a combination of core and flexible band hours to meet a basic work requirement of 8 hours in each workday and 40 hours in each workweek. Unlike a FWS, which requires the same set hours each workday, a GWS allows daily changes to arrival, departure and lunch times. With Branch Chief approval employees will be allowed to revise their GWS Individual Work Request, prior to the beginning of each pay period in which a change is requested, but once approved, changes will not be allowed until the next scheduled pay period. If there is no change to the prior approved GWS schedule, a new Individual Work Request is not required.
4. **Compressed Work Schedule (CWS):** A CWS is a schedule in which an employee is authorized to complete their 80-hours/pay period, in less than the standard 10 workdays. The only CWS authorized is the “5-4 / 9 CWS” which consists of eight 9-hour workdays, one 8-hour workday, and one scheduled day off (SDO), during a two-week pay period. SDO's that fall on a Federal Holiday, must be used the day prior to the Holiday, unless the Holiday and SDO fall on a Monday, in which case the SDO must be taken on the following workday (Tuesday). Employees under the CWS are required to establish a set work schedule. Selection of this schedule prohibits employees from participating in a any other Alternate work schedule. A civilian employee who takes annual or sick leave for a full day is charged 9 hours leave on 9-hour days and 8 hours leave on 8-hour days.

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*Continued on next page*

## ISC Seattle SOP, Chapter 4-ISC Staff Internal Guidance/Policies

### C. Personnel Accounting

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## 2. ISC Seattle Authorized Work Schedule Continued

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**f. Supervisor  
(division /  
Branch Chief)  
Responsibilities:**

Ensure employees and timekeepers for civilians are trained in the requirements and procedures of this program before approving any IWR. Sample training materials are available through the servicing Command Staff Advisor and are also contained in the “What’s New Section” of the civilian personnel web page: (<http://www.uscg.mil/hq/cgpc/cpm/news/newinf.htm>).

1. Under normal circumstances, coordinate office/staff meetings during core hours of 0800-1100 and 1300-1430 (Monday through Friday), so as to coincide with participant’s varying work schedules.
2. Ensure appropriate offices are open and properly staffed during ISC Business hours of from 0700-1500, Monday through Friday.
3. Direct changes in an employee’s work schedule to ensure the management and operational needs of the work unit are met, regardless of the cause (e.g., workload, leave schedules, emergencies, etc.). However, IWR’s will not be changed arbitrarily and, in all but the most emergent situations, employees will be given at least two days advanced notice of the necessary change.
4. Each Branch Chief shall maintain a current IWR Form on each employee, but ultimately it is the employee’s responsibility to keep their chain of command informed of any work schedule changes.

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# ISC Seattle SOP, Chapter 4-ISC Staff Internal Guidance/Policies

## C. Personnel Accounting

### EXHIBIT 4-C-2-1- Individual Work Request Form

\_\_\_\_\_  
Name of Member / Employee

\_\_\_\_\_  
Division/Branch

I request the following work schedule, beginning \_\_\_\_\_ [Date]

☐ Normal Work Schedule: 0800 - 1630 (ISC Core Hours)

☐ Flexitime Work Schedule (FWS) (Once filled in, schedule remains fixed)

☐ Gliding Flexible Work Schedule (GWS). (Arrival time may vary day-to-day)

8-hour days & minimum 30-minute lunch.

Lunch period included below for employees to indicate extended lunch periods within lunch flex time band. Participation in PT/School may require use of personal leave for civilian employees.

		Monday	Tuesday	Wednesday	Thursday	Friday
Week 1	Arrival					
	Lunch/PT/School	minutes	minutes	minutes	minutes	minutes
	Departure					
Week 2	Arrival					
	Lunch/PT/School	minutes	minutes	minutes	minutes	minutes
	Departure					

☐ Compressed Work Schedule (CWS) - 5/4-9 CWS.

Eight 9-hour days, one 8-hour day, one scheduled day off (SDO), minimum 30-minute lunch.

8-hour day on \_\_\_\_\_ of Week \_\_\_\_\_. Arrival time: \_\_\_\_\_.

SDO on \_\_\_\_\_ of Week \_\_\_\_\_. Departure time: \_\_\_\_\_.

A physical fitness or college on-site course participation period WILL / WILL NOT be taken during the lunch flexible time band.

(Civilian Leave to be used when administrative absences, 59 minutes, 3 days per week are not authorized to avoid extension of workday.)

Flexible time bands: Arrive 0600-0800, Lunch 1100-1300, Depart 1430-1730, .

I understand this work schedule will remain in effect until amended by a new request.

\_\_\_\_\_  
Member/Employee

\_\_\_\_\_  
Branch

\_\_\_\_\_  
Date

This request is approved as ☐ Submitted ☐ Modified by changes indicated.

Endorsement: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Branch Chief

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approving Official (CO/XO/or Division Chief)

\_\_\_\_\_  
Date

Approval at Division Chief or above required for overall plan.

Changes to overall plan, authorized no more than twice per year.



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## ISC Seattle SOP, Chapter 4-ISC Staff Internal Guidance/Policies

### C. Personnel Accounting

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#### 3. Personnel Arrivals and Departures

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**a. General** All members attached to the ISC, both permanent party and temporarily assigned, are required to check in and check out in appropriate civilian attire or the uniform of the day.

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**b. Sponsor Assignment**

- The respective Branch Chief shall assign sponsors for personnel ordered PCS to ISC. Both the incoming member and the sponsor will be notified in writing of the name and phone number of each IAW ISC Seattle Instruction 1300.1.
- The Relocation Assistance Specialist (pwl) will mail the incoming member a “Welcome Aboard” package.

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**c. Sponsor’s Duties**

The sponsor shall contact the new member within 48 hours if possible. Use of government telephone is authorized.

- Obtain a sponsor checklist from CSB and return it to the Assistance Administration Officer upon completion.
- Ensure the member receives information on job assignment and duties.
- Meet new member upon arrival and assist with check-in procedures IAW ISC Seattle Instruction 1300.1.

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**d. Reporting in during normal working hours**

Personnel reporting during normal working hours will report to the ISC Customer Service Branch, 3rd floor, Bldg 1, room 310. Follow these steps to complete the reporting process.

Step	Action
1	Obtain a check-in/check-out sheet from CSB.
2	Meet with the CO first (within 72 hours) and then complete check-in sheet and report to XO last within the first 5 working days.
3	Return the completed check-in/check-out sheet to the Command Yeoman.

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**e. Reporting in after normal working hours**

Personnel reporting PCS after normal working hours shall report to the Command Duty Officer at the BEQ Main Desk. Follow these steps to complete the reporting process.

Step	Action
1	Provide contact phone number.
2	Report to Customer Service Branch or The Command Duty Officer.
3	Obtain a check-in/check-out sheet from Customer Service Branch.

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*Continued on next page*

**ISC Seattle SOP, Chapter 4-ISC Staff Internal Guidance Policies**  
**C. Personnel Accounting**

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**3. Personnel Arrivals and Departures, Continued**

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- |   |   |   |
|---|---|---|
| <b>e. Reporting in after normal working hours, (Cont'd)</b> | 4 | Complete check-in within the first 5 working days.                                  |
|   | 5 | Return the completed check-in/check-out sheet to the Customer Service Branch Yeoman |
- 

**f. Transfers out**     This is the process for personnel transferring out of ISC Seattle.

When	Who does it	What happens
No later than three days after receipt of transfer orders	ISC Administration Officer	Notifies member, XO and members Division Chief.
Within ten days of notification	Member	Contacts the ISC yeoman that handles their records and obtains a PCS departing worksheet. This worksheet is used to request monetary advances, allowances, leave or delay en route, mode of travel, and the desired detachment date. After completing the worksheet, route it to CSB Branch via the applicable Division Officer.
Seven days before transfer date	Member	Obtains ISC check-in/check-out sheet from CSB Branch and begin the required check-outs.
One day before transfer date	Member	Submits completed ISC check-in/check-out sheet to CSB Branch

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**ISC Seattle SOP, Chapter 4-ISC Staff Internal Guidance/Policies**  
**C. Personnel Accounting**

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**EXHIBIT 4-C-3-1 INTEGRATED SUPPORT COMMAND SEATTLE**  
**CHECK IN SHEET**

NAME: \_\_\_\_\_ RANK: \_\_\_\_\_ BRANCH: \_\_\_\_\_

DATE REPORTED: \_\_\_\_\_ REPORTED FROM: \_\_\_\_\_

1. Welcome aboard ISC Seattle

A. Commanding Officer:	CAPT. BELMONDO
B. Executive Officer:	CDR. POWERS
C. Division Officer:	_____
D. Branch Chief:	_____
E. Command Master Chief:	SKCM Nies
F. Your Sponsor:	_____

2. You are **required to complete** and promptly return this form to the Administration Office **within FIVE days**. When the interviews have been completed, the Check In sheet will be placed in the unit files and kept until you leave this unit.
3. Report to the personnel designated and receive the indicated Information, assignment or equipment.

**CUSTOMER SERVICE BRANCH, BLDG 1, 3<sup>RD</sup> FLOOR**

_____ (Initial)	<b>Administration</b> YN2 Walsh, ext. 6566	_____ (date)	Issued Check In/Indoctrination Package
	YN3 Solbach, ext 6515	_____ (date)	Complete Required Reporting Paperwork Review Travel Claim
_____ (Initial)	<b>DEERS Desk</b>	_____ (date)	Update Address in DEERS Update/Issue POV Decal Issue Pedestrian Gate Access

## ISC Seattle SOP, Chapter 4-ISC Staff Internal Guidance Policies

### C. Personnel Accounting

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<hr/> (Initial)	<b>CITIBANK</b> YNC McIntyre, ext. 6514 Alt: YNCS Tuchmann, ext 6513	<hr/> (date)	Update Citibank hierarchy and verify account balance
<hr/> (Initial)	<b>Collateral Duty Addictions Representative-CDAR</b> ETC Sunga, ext. 6558 Alt. FS1 Hermes, ext 6417	<hr/> (date)	Review S.A.F.E. with CDAR
<hr/> (Initial)	<b>House Hold Goods Claims</b> YN3 Suh, ext. 6503 Ms. Diana Zurbrugg, ext. 6509	<hr/> (date)	Review 1840/1840R Dity Claim
<hr/> (Initial)	<b>CG Mutual Assistance</b> YN1 Diaz, ext. 6402 Alt: CWO Westmoreland, ext. 6407	<hr/> (date)	Review previous loans Outstanding loans Review SEG Grant requirements
<hr/> (Initial)	<b>Administration Officer</b> CWO Westmoreland, ext. 6407	<hr/> (date)	Verify Employee Marks/OER in Direct Access Verify Address and Contacts in DA Review Sponsor assistance Sign and Fax DA user Form Review SOP for Collaterals/Boards/Committees
<hr/> (Initial)	<b>Housing</b> Karen Brooks, ext. 6483	<hr/> (date)	Check-In

## MEDICAL, BLDG 1, 2<sup>ND</sup> FLOOR

<hr/> (Initial)	<b>Medical</b> , ext. 6432	<hr/> (date)	Medical Record Review Explain clinic procedures for appointments, pharmacy, etc.
<hr/> (Initial)	<b>TRICARE</b> , ext. 6443	<hr/> (date)	Visit with TriWest Representative
<hr/> (Initial)	<b>Safety and Environmental, 1<sup>st</sup> Floor</b> , ext. 6342	<hr/> (date)	Review policies and Procedures

**ISC Seattle SOP, Chapter 4-ISC Staff Internal Guidance/Policies**  
**C. Personnel Accounting**

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**FORCE OPTIMIZATION & TRAINING, BLDG 1, 1<sup>ST</sup> FLOOR**

<hr/> (Initial)	<b>Education Service Officer</b> CWO2 Merchant, ext. 6325	<hr/> (date)	Visit Educational Service Officer (ESO) & E-Learning Center
<hr/> (Initial)	<b>Career Development Advisor</b> OSCS Koons, ext. 6616 OSCS Schmidt, ext. 6617	<hr/> (date)	Visit with Career Development Advisor (CDA)
<hr/> (Initial)	<b>Health Promotion Coordinator</b> SN Brubaker, ext. 6073 Alt: Ms. Barbara Harry, ext. 6614 (Worklife)	<hr/> (date)	Complete Personal Fitness Plan

**WORKLIFE, BLDG 1, 1<sup>ST</sup> FLOOR**

<hr/> (Initial)	<b>Chaplain</b> CDR Finch, ext. 6995	<hr/> (date)	Review Support Services
<hr/> (Initial)	<b>WorkLife Supervisor</b> <b>Civil Rights Officer</b> LT Munnerlyn, ext. 6611	<hr/> (date)	Review Policy
<hr/> (Initial)	<b>Family Resources</b> Ms. Vina Fejeran, ext. 6612	<hr/> (date)	Review Support Services
<hr/> (Initial)	<b>Employee Assistance</b> Ms. Kristin Cox, ext. 6607	<hr/> (date)	Review Support Services Employee Assistance Program
<hr/> (Initial)	<b>Family Advocacy</b> Ms. Roberta Chang, ext. 6613 Ms. Shirley Dujardin, ext. 6608	<hr/> (date)	Review Support Services

**FACILITIES ENGINEERING, BLDG 3**

<hr/> (Initial)	<b>Security Officer, RM 111</b> LTJG Lee, ext. 6161	<hr/> (date)	Review Security Clearance
<hr/> (Initial)	<b>Voting Officer, RM 111</b> LTJG Lee, ext. 6161	<hr/> (date)	Visit Voting Officer Register to Vote
<hr/> (Initial)	<b>Master-At-Arms, BEQ</b> ETC Sunga, ext. 6409 Alt: OS1 Nussbaumer, ext. 6524	<hr/> (date)	Assign to Watch Section Notify watch Captain

# ISC Seattle SOP, Chapter 4-ISC Staff Internal Guidance Policies

## C. Personnel Accounting

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### COMPTROLLER, BLDG 7

_____ (Initial)	<b>Mass-Transit, BLDG 7, Procurement</b> SK1 Johnson, ext. 6419	_____ (date)	Review Policy Issue Bus or Ferry Pass
_____ (Initial)	<b>Foul Weather Parka, BLDG 7, Shipping and Receiving</b> SK1 Judd, ext. 6429	_____ (date)	Issue Foul Weather Parka
_____ (Initial)	<b>Mail Room Supervisor</b> SKC Pawlowski, ext. 6424	_____ (date)	Check-In
_____ (Initial)	<b>MWR, BLDG 3, GYM</b> Art Graddy, ext. 6357	_____ (date)	Check-In

### BRANCH SERVICES – SPONSOR

_____ (Initial)	<b>Local Systems Manager</b> See per department YN1 Diaz – Admin SK2 Huber – Housing SK1 Judd – Comptroller Mr. Hoiby – Facilities Mr. Sweeney – Work Life	_____ (date)	Review Computer Policy and Privileges Administer Web Training
_____ (Initial)	<b>Branch Key Custodian</b>	_____ (date)	Issue Office Key
_____ (Initial)	<b>Emergency Preparedness</b>	_____ (date)	Review Work and Home Emergency Preparedness Plan
_____ (Initial)	<b>Your Sponsor</b>	_____ (date)	Accompany MBR throughout the check in process. Ensure Member turns ALL PAPER WORK into Admin.

### COMMAND

_____ (Initial)	<b>SKCM Nies Command Master Chief</b> -Comptroller *** Call for an appointment Ext: 6422	_____ (date)	<b>Interview Completed</b> Issue ISC Seattle Unit Cover (Enlisted) Issue IDP
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**ISC Seattle SOP, Chapter 4-ISC Staff Internal Guidance/Policies**  
**C. Personnel Accounting**

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**4. Leave, Liberty, and Special Requests**

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**a. General** These are the procedures to follow in requesting time off from scheduled work/duty hours for all personnel.

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**b. Leave procedures for enlisted personnel** Division Officers are authorized to approve/disapprove leave requests for all enlisted personnel within their division. Division Officers may delegate authority for leave approval to Branch Chiefs. All duty personnel must submit leave requests through their respective duty section prior to gaining approval from their chain of command. All chits must be submitted by the 15<sup>th</sup> day of the month prior to the requested leave dates. All CDO leave requests must be signed by the CDO in the sister watch team prior to approval via the chain of command. Once authorization for leave is obtained, the duty section/team must be informed.

Step	Action	
1	Submit request for leave through respective duty section. CDO requests must be signed by sister team.	
2	Submit request for leave through the chain of command to the appropriate Branch Chief or Division Officer	
3	Branch Chief/Division Officer approves/disapproves leave request	
	If	Then
	Approved	Forwards request to CSB
	Disapproved	Returns request to member with explanation
4	When leave is approved the duty section/team must be informed.	
5	CSB prepares leave papers.	
6	Member picks up leave papers from CSB on the last workday prior to the leave period and checks-out with supervisor.	

---

**c. Leave procedures for officer personnel** Division Officers are authorized to approve/disapprove leave requests for all officer personnel within their division. Leave requests from Division Officers are approved/disapproved by the Executive Officer.

Step	Action	
1	Submit request for leave through the chain of command to the Division Officer/XO	
2	Division Officer/XO approves/disapproves leave request	
	If	Then
	Approved	Forwards request to CSB
	Disapproved	Returns request to the officer with an explanation
3	CSB prepares leave papers.	
4	Officer picks up leave papers from CSB on the last workday prior to the leave period and checks-out with supervisor.	

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## ISC Seattle SOP, Chapter 4-ISC Staff Internal Guidance Policies

### C. Personnel Accounting

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#### 4. Leave, Liberty, and Special Requests, Continued

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##### **d. Special Liberty Criteria**

Special liberty may be granted to military members as outlined in 4.e. and 4.f. below.

- Special liberty is granted for periods of absence during normal working days and is not chargeable as leave.
  - Special liberty should normally be granted to individuals who have exhibited outstanding performance and/or have worked long hours after the normal working day when regular liberty was normally granted to other members.
  - No length of liberty (whether special or special combined with regular liberty) may exceed 96 hours in length.
- 

##### **e. Special Liberty for enlisted personnel**

The following personnel may grant Special Liberty to Enlisted members, not to exceed the corresponding duration:

- Branch Chiefs (to Enlisted members within their branch).....24 Hours
  - Division Officers (to Enlisted members within their division)...48 Hours
  - Executive Officer.....72 Hours
  - Commanding Officer.....96 Hours
- 

##### **f. Special Liberty for officer personnel**

The following Officers may grant special liberty to other officer personnel, not to exceed the corresponding duration:

- Division Officers (to Officers within their division).....48 Hours
  - Executive Officer.....72 Hours
  - Commanding Officer.....96 Hours
- 

##### **g. Special Requests**

Other special requests for purposes such as complaint mast, reassignment, and recommendations for advancement, shall be forwarded via the chain of command for approval.

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## 5. Liberty/Admin Leave During Extreme Weather Conditions

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<b>a. General</b>	During extreme weather conditions, it may be prudent to dismiss non-essential personnel from work early or to permit their late arrival in the mornings. On occasion, it may be necessary to dismiss personnel from work for an entire day.
<b>b. Procedures During work hours</b>	The ISC Commanding Officer retains authority to authorize dismissal. He may consult with other Commands and federal, state and local agencies and organizations as circumstances require.
<b>c. Procedures During non-work hours</b>	If hazardous weather conditions arise during non-working hours, the Seattle Federal Executive Board will issue an announcement changing work hours for Federal employees. This announcement is normally broadcast on all major Seattle area radio stations and shall apply to ISC Seattle personnel. D13 provides weather/office closure status by phone (206-220-7015 or 800-982-8813 ext. 7015), and shall apply to ISC Seattle personnel. In the absence of such an announcement, personnel are expected to report to work as usual.
<b>d. Telephone contact</b>	Personnel not reporting to work must remain at their local residence to ensure they can be contacted by telephone in the event they are needed (or they may make alternate arrangements with their supervising chain of command or the ISC Command Duty Officer.
<b>e. Required to report</b>	The contract security force and all ISC watchstanders are to report for duty on time, or as soon thereafter as possible. The guard on duty and watchstanders shall remain on duty until relieved.
<b>f. Tenant command personnel</b>	Each tenant command is responsible for setting procedures for their own personnel.

**ISC Seattle SOP, Chapter 4-ISC Staff Internal Guidance Policies**  
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**6. Recall of Personnel**

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<b>a. General</b>	This outlines procedures to maintain current personnel information to allow the timely recall of needed personnel.
<b>b. Member/ Employee Responsibility</b>	<p>It is each individual's responsibility to provide current information. Each civilian and military member assigned to the ISC shall complete a recall card or update via self-service the CG Direct-Access database with the following information when reporting in or whenever the information changes.</p> <ol style="list-style-type: none"><li>(1) Name (last, first, middle initial).</li><li>(2) Employees identification number (EMPLID).</li><li>(3) Rank/Civilian pay grade.</li><li>(4) Permanent address and phone number.</li><li>(5) Local address and phone number if different from their permanent address.</li><li>(6) Non-local recall address and phone number.</li></ol>
<b>c. Customer Service Branch Responsibility</b>	<p>The Command Yeoman shall maintain recall information for ISC.</p> <ul style="list-style-type: none"><li>• Ensure a Recall Roster is furnished to the Port Services Branch Chief to be used by the Command Duty Officer as needed. This list must be marked confidential (FOUO) on each page.</li><li>• Check the information periodically and at least once per quarter to ensure accuracy.</li></ul>
<b>d. Release of Information</b>	<p>The Federal Privacy Act of 1974, with certain exceptions, prohibits the disclosure of personal information about an individual from Coast Guard records. Any member or employee receiving a request for personal information about another member or employee should obtain the requester's name and telephone number and pass the request to the ISC's Customer Service Branch for action. – <b>NOTE: This includes members of the command requesting home phone numbers of other members of the command.</b></p>

**ISC Seattle SOP, Chapter 4-ISC Staff Internal Guidance/Policies**  
**C. Personnel Accounting**

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**7. Local Travel**

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|--|--|
| <b>a. General</b>                                      | <p>The Joint Federal Travel Regulations governs the entitlements of reimbursement to members for cost incurred for local travel beyond their normal commuting distances. The ISC has implemented additional guidance for its members. Local Travel for D13 sponsored events such as Retirement Seminars and D13 CO conferences are specifically addressed in the D13 SOP CCGD13INST 3010 available on line at:<br/><a href="http://cgweb.d13.uscg.mil/rp/sop/rocsop.pdf">http://cgweb.d13.uscg.mil/rp/sop/rocsop.pdf</a></p>   |
| <b>b. ISC Customer Service Branch responsibilities</b> | <p>The Customer Service Branch Chief is delegated authority to authorize and approve local travel for personnel under ISC's administrative control. The Customer Service Branch is responsible for the following:</p> <ul style="list-style-type: none"><li>• Validate travel is authorized within the guidelines of the JFTR.</li><li>• Determining the mode of transportation that is more advantageous to the government and directing member's local travel by that mode. The modes of transportation order of economy are:<ul style="list-style-type: none"><li>(1) Government shuttle van</li><li>(2) Metro bus/Public Transportation</li><li>(3) Government vehicle</li><li>(4) Privately owned conveyance (POV)</li><li>(5) Taxi.</li></ul></li><li>• Ensuring the availability of project funds before directing, authorizing, or approving member's local travel.</li><li>• Issue TONO under the Admin Travel Account. For Medical Travel, prior authorization and TONO must be obtained from ISC Medical.</li><li>• Reviewing member's Claim for Reimbursement for Expenditures on Official Business, SF 1164.</li><li>• Assisting members in the preparation of SF 1164, when requested by member.</li><li>• Approving SF 1164 and forwarding it to the Personnel Service Center (PSC) for settlement.</li><li>• Approving Local Travel Claims Submitted thru UTS.</li></ul> |
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*Continued on next page*

**ISC Seattle SOP, Chapter 4-ISC Staff Internal Guidance Policies**  
**C. Personnel Accounting**

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**7. Local Travel, Continued**

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**c. Member's responsibilities**

Members are responsible for:

- Performing local travel by the mode of transportation directed by the Customer Service Branch Chief or their Division Officer. Travel performed by mode of transportation not directed will not be paid.
  - Recording their vehicle's starting and ending odometer reading when local travel by POC is authorized and performed by this mode.
  - Obtaining receipts for any expenses incurred in the performance of local travel and submitting the same with their Claim for Reimbursement, SF-1164.
  - Completing their Claim for Reimbursement, SF-1164, and submitting the same to the Division Officer for their review.
- 

**d. Local Travel Expenses Not Allowed**

Reimbursement for the following local travel expenses is not allowed:

- Travel between place of residence and permanent duty station or return.
  - Travel performed by a mode of transportation other than that directed by the local travel-authorizing official.
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**e. Local Travel for Medical Appointments**

All ISC personnel shall utilize ISC Government vehicles (First choice is the vehicle designated "CO's Car" if unavailable the second choice is a vehicle controlled by Port Services Motor pool). Contact the Command Secretary at x6363 for the CO's vehicle or the BEQ at 6410 for the ISC's motor pool vehicles availability.

- Every attempt will be made to coordinate medical trips so that more than one member can travel at the same time. A calendar log will be maintained to record reservations. Members should contact the above POC's as soon as they know the date they will need transportation.
  - Precedence shall be given to those traveling to Madigan or Bremerton over those traveling to downtown Seattle medical appointments
  - The Clinic Administrator will coordinate with Port Services Branch to provide transportation and driver for personnel who are not able to drive themselves due to medical restrictions.
  - Customer Service Branch (CSB) will coordinate with Port Services Branch to provide escorts and transportation for confined personnel.
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## ISC Seattle SOP, Chapter 4-ISC Staff Internal Guidance/Policies

### C. Personnel Accounting

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#### 7. Local Travel, Continued

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##### f. Government vehicle not available

If the government vehicle is not available, members may be authorized reimbursement for the use of their personal vehicle subject to funds availability. The traveler must obtain authorization from the Customer Service Branch (which will verify that no Government vehicle is available) ***prior*** to commencing travel. If not pre-approved, reimbursement will not be authorized. The Customer Service Branch Chief may verbally approve travel prior to its execution and issue a Travel Order Number (TONO) when circumstances prevent the issuing of the TONO prior to travel..

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##### g. Limitations when medical travel at own expense is authorized

When local travel is authorized, the following applies:

- Only travel from the ISC to the medical facility or other authorized destination and return to the ISC is authorized.
- If it is more convenient for the member to travel directly from home to the medical facility, the number of miles normally traveled to and from work will be deducted.

**Example:** A member living in Des Moines, WA, travels to Madigan and returns home, will have the 32-mile round trip from home to the ISC deducted from the 54-mile round trip between ISC and Madigan. In this example, the member would be paid local mileage for the 22 mile difference.

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##### h. Tenant Command Responsibilities

Tenant commands are responsible for furnishing local transportation for their personnel who require medical treatment away from ISC Seattle.

Deployed units and other commands that assign a member(s) TDY to ISC Seattle for medical treatment **MUST** provide a TONO and accounting data for all related medical travel and follow-ups.

The ISC's Customer Service Branch will request TONO's from deployed units when an A&T member with no cost orders requires unforeseen medical treatments that require the member to incur travel expenses.

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**ISC Seattle SOP, Chapter 4-ISC Staff Internal Guidance Policies**  
**C. Personnel Accounting**

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**8. Uniform Regulations**

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| <b>a. General</b>                                | CG Uniform Regulations, COMDTINST M1020.6(Series) and CGD13 SOP Chapter 9 Section F., on line at: <a href="http://cgweb.d13.uscg.mil/rp/sop/rocsop.pdf">http://cgweb.d13.uscg.mil/rp/sop/rocsop.pdf</a> provide the basic policy governing uniforms and apply to all Coast Guard personnel. This section prescribes the uniforms authorized while at ISC Seattle and District Thirteen.  |
| <hr/>  |  |
| <b>b. Authorized Uniforms for wear in public</b> | <p>Uniform of the Day. Authorized for wear in public.</p> <p><b>Summer</b> -Tropical Blue Long or Service Dress Blue.<br/>Note: Dates when the summer uniform is authorized will be promulgated by Commander, 13th CG District.</p> <p><b>Winter</b> -- Service Dress Blue, Winter Dress Blue, Tropical Blue Long, (The Tropical Blue Long or Service Dress Blue may be worn with the authorized sweater unless the jacket is specifically prescribed for an occasion).</p>  |
| <hr/>  |  |
| <b>c. Other Authorized Uniforms</b>              | <p>The following uniform is authorized as described below:</p> <p><b>Optional Dress Uniform (ODU)</b> – The ODU is an optional uniform for all personnel year round onboard ISC and District Thirteen. Removal of the ODU Blouse is <u>NOT</u> authorized at D13. The ODU and its accompanying accessories <u>shall be ironed</u> and polished as necessary to ensure a sharp, professional, military appearance. Collars, lapels, sleeves, and pockets shall lay flat. Military creases in shirts are not authorized. Boots shall be well blackened and <u>polished to a shine</u>. While the ODU is not a liberty uniform, it is, when worn to this inspection ready standard, appropriate for limited wear on local mass transit, during informal off-base lunches, visits to DOD facilities (e.g. exchanges), and brief stops while transiting to and from home/office. The ODU is not appropriate for general after hours liberty (e.g. lounges and shopping) or for wear in more formal settings.</p> <p>To ensure that we can meet un-foreseen military obligations, E7 and above are required to maintain ready access (in the Federal Bldg) to a Tropical Blue Long or SDB uniform while wearing ODU at D13. Questions regarding appropriate wear of the ODU should be referred to Division Chiefs.</p> |
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**ISC Seattle SOP, Chapter 4-ISC Staff Internal Guidance/Policies**  
**C. Personnel Accounting**

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**8. Uniform Regulations, continued**

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**d. Special Uniforms**

The ISC and each tenant command may authorize the wearing of organizational clothing and/or special uniforms, such as gym attendant clothing, as necessary. Organization clothing must be in clean and serviceable condition and issued to personnel on AF Form 538, Personal Clothing and Equipment Record.

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# ISC Seattle SOP, Chapter 4-ISC Staff Internal Guidance Policies

## C. Personnel Accounting

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### 9. Telecommuting Program

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| <b>a. References</b> | (a) Coast Guard Telecommuting Program, COMDTINST 12630.1 (series)<br>(b) Maintenance & Logistics Command Pacific Telecommuting Instruction, MLCPCINST 12630.1 (series) |
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| <b>b. General</b> | <p>ISC Seattle's Telecommuting Program is established in accordance with references (a) and (b). Telecommuting is a management tool allowing work at an alternate work site. Telecommuters must report to their official duty station regularly. Alternate work sites include:</p> <ul style="list-style-type: none"><li>a. At home in space specifically set aside as an office or work area; or</li><li>b. At a satellite facility the Coast Guard, GSA or another public or private organization owns or leases; or</li><li>c. At mobile offices in the field where work is performed using portable equipment.</li></ul> <p>Benefits of telecommuting include: use of technology to solve transportation problems by decreasing traffic, parking congestion, and energy use; improves employee productivity and efficiency, recruitment and retention, and quality of life; and identifies potential excess office space.</p> |
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| <b>c. Eligibility</b> | <p>Military personnel and civilian employees, as identified by supervisors, per reference (a), para 8d, 8e, and 8f. Identified members and employees may be permitted to work at alternate work site one day every two weeks or occasionally as required for special projects. Telecommuting programs must be accomplished under specific work conditions, as stated in paragraph 8 of reference (b). Civilian personnel assigned to either appropriated or non-appropriated positions and military personnel assigned to either active duty or reserve billets may be eligible to participate. Participants must fulfill position and billet criteria and personal attributes described in para 8.e through 8.g of reference (b).</p> |
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**ISC Seattle SOP, Chapter 4-ISC Staff Internal Guidance/Policies**  
**C. Personnel Accounting**

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**9. Telecommuting Program (cont.)**

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**d. Program requirements**

**Participant Selection:** Supervisors identify billets or positions for telecommuting. Because telecommuting is a Division Officer - approved work option, continued participation is not an automatic right should supervisors change. Division Officers may modify or terminate the program due to mission needs or other eligibility considerations.

**Appropriate Position or Billet:**

Portable work activities that members or employees can perform effectively outside the office;

- (1) Quantifiable or project-oriented job tasks;
- (2) Unclassified work for which data security, including sensitive, non-classified and Privacy Act concerns is adequate;
- (3) Technology for off-site work is available;
- (4) The worker does not need close supervision or input from sources accessible only in the office;
- (5) The worker can gain access to specialized equipment by periodically working in the office; and
- (6) The worker can meet the requirement for face to face contact with other workers or the public by working in the office at least four days a week.

**Appropriate Employee or Member:**

- (1) Dependable, self-starter who can function independently,
- (2) Highly motivated,
- (3) Good time and project management skills,
- (4) Proficient or higher performance evaluations,
- (5) Fully understands organization's operations,
- (6) Agrees to meet alternative work site requirements,
- (7) Possesses knowledge and references needed to work off-site.

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**e. Responsibilities**

**ISC Executive Officer:**

- (1) Submit proposed unit program through chain of command for approval,
- (2) Designate a Telecommuting Coordinator and report names to MLCPAC (pf),
- (3) Submit summary participation data to MLCPAC Telecommuting Coordinator annually.

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*Continued on next page*

**ISC Seattle SOP, Chapter 4-ISC Staff Internal Guidance Policies**  
**C. Personnel Accounting**

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## **9. Telecommuting Program**

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**e. Responsibilities (cont.)**

**ISC Telecommuting Coordinator shall:**

- (1) Follow all procedures as stated in reference (a), paragraph 10a and ref (b), paragraph 10c, including:
- (2) Serve as primary advisor on logistical aspects of telecommuting,
- (3) Provide telecommuting orientation materials, Track and report telecommuting participation and submit summary data to MLC PAC (pf), when requested.

**ISC Telecommuting Coordinator shall:**

- (4) Follow all procedures as stated in reference (a), paragraph 10a and ref (b), paragraph 10c, including:
- (5) Serve as primary advisor on logistical aspects of telecommuting,
- (6) Provide telecommuting orientation materials, Track and report telecommuting participation and submit summary data to MLC PAC (pf), when requested.

**ISC Supervisors shall:**

- (1) Follow all procedures as stated in reference paragraph 8g and 10d, including:
- (2) Understands their subordinate's proposed telecommuting plan,
- (3) Is proficient evaluating performance by results with reduced direct subordinate observation,
- (4) Can effectively communicate and clearly define tasks and expectations,
- (5) Understands and can adequately address security issues,
- (6) Approve and retain a copy of individual telecommuting agreements,
- (7) Identify and discuss with participants, their assignments to be accomplished,
- (8) Ensure telecommuting requirements provided are followed.

**Individuals shall:**

- (1) Review references (a) and (b); prepare and submit to supervisor, US Coast Guard and Employee Telecommuting Agreement, and follow all procedures as stated in reference (a) and (b).
- (2) Propose work to be completed during the telecommute day and send a summary of completed work to the Division Officer at the end of the telecommute day.

**ISC Seattle SOP, Chapter 4-ISC Staff Internal Guidance Policies**  
**D. Personnel Programs**

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## **D. Personnel Programs**

### **1. Section Overview**

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**a. Introduction**     This section provides the procedures for carrying out the various programs necessary for Coast Guard personnel management.

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**b. In this section**

<b>Topic</b>	<b>See Page</b>
Officer Evaluations	4-D-2
Enlisted Evaluations	4-D-3
Drug Urinalysis Testing Program	4-D-5
Weight Control Program	4-D-6
Striker Program	4-D-9
Visitation Of Members in Confinement	4-D-10
Enlisted Person of the Quarter (EPOQ) Award	4-D-11
Civilian Employee of the Quarter / Year (CEOQ)(CEOY)	4-D-14
CPO Mentoring Program	4-D-20
Exhibit 4-D-9-1 (Mentoring Checklist)	4-D-23
A&T Management Program	4-D-25
Exhibit 4-D-10-1 (Port Services Organizational Chart)	4-D-31
Exhibit 4-D-10-2 (A&T) Reporting-In Check List (E1-E4)	4-D-33
Exhibit 4-D-10-3 (A&T) Reporting-In Check List (E5-O5)	4-D-35
Email Standard Procedure	4-D-36

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## ISC Seattle SOP, Chapter 4-ISC Staff Internal Guidance Policies

### D. Personnel Programs

## 2. Officer Evaluations

**a. Introduction** The evaluation process is one of the most important responsibilities supervisors have. Evaluations play a major role in the military careers of all members. Accordingly, it is imperative that evaluations be accurate, fair, and objective. This section prescribes the routing and approval procedures for officer evaluations

**b. Reference** Chap 10.A, Coast Guard Personnel Manual, COMDTINST M1000.6 (series), provides detailed instructions for completing officer evaluations.

Appendix B designates the rating chain for all officers assigned to ISC Seattle

**c. Responsibilities** Responsibilities for routing and completing officer evaluations are as follows:

Step	Who does it	Action
1	Administration Officer	30 days prior to the end of the reporting period provides a Green Folder to the Officers Supervisor containing a OER routing chit for the appropriate individuals, copy of chapter 10.A and a blank OER form.
2	Reported On Officer (ROO)	Prepares Sections 1 and 2 of the first page of the applicable OER form (Section 1 on the COER form for USPHS officers), signs, and provides to the supervisor at least 21 days before the end of the reporting period. Provides the supervisor supporting documentation, citing specific examples where possible, for the characteristics being evaluated.
3	Supervisor	Uses the documentation provided to develop comments for the Supervisor sections. Marks the appropriate blocks. Signs and forwards the forms and documentation to the Reporting Officer.
4	Reporting Officer (RO)	Completes the reporting officer sections. Marks the appropriate blocks. Signs and return to the Executive Officer for processing.
5	Reviewing Officer CO/XO	Only Coast Guard Commissioned Officers may serve as Reviewers. Once the CO or XO complete the Reviewer Section of the OER, they will give it to the Command Secretary.
6	Command Secretary	The secretary will forward the OER via traceable mail to MLC Pacific Administrative Reviewer not later than 30 days after the end of the reporting period and forward a copy of the OER and the tracking number to the Administration Officer with the date mailed annotated.
7	Administration Officer	Updates the tracking sheet and forwards a copy of the OER back to the supervisor. This completes the OER process for ISC Seattle.

## ISC Seattle SOP, Chapter 4-ISC Staff Internal Guidance Policies

### D. Personnel Programs

### 3. Enlisted Evaluations

**a. Introduction** The evaluation process is one of the most important responsibilities supervisors have. Evaluations play a major role in the military careers of all members. Accordingly, it is imperative that evaluations be accurate, fair, and objective. This section prescribes the routing and approval procedures for enlisted evaluations.

**b. Reference** Chap 10.B, Coast Guard Personnel Manual, COMDTINST M1000.6 (series), provides detailed instructions for completing enlisted evaluations.

**c. Responsibilities** Responsibilities for routing and completing enlisted performance evaluations are as follows:

Step	Who does it	Action
1	Administration Officer	Provides Division Chiefs a list of all members requiring evaluations that month via e-mail (this will normally be at least 30 days prior to the end of the reporting period) and tracks until complete.
2	Supervisor	Prepares employee review and forwards to the Division Officer. Provides written comments on the Employee Review for all recommended marks other than 4 or 5. Comments may be provided for recommended 4's or 5's, but are not required. In addition to comments in the direct-access system, a Page 7 is required for any marks of "UN-SAT" conduct and/or "Not Recommended" for advancement.
3	Division Officer	Completes employee review and forwards to the Executive Officer. Includes confirmation (written statement) that counseling has occurred during the marking period for all marks 3 and below.
4	Executive Officer	Reviews all employee reviews for command consistency, discusses questionable or inconsistent marks with the division officer, and forwards to the Commanding Officer for approval with any suggested revision.
5	Commanding Officer	Following approval returns the review to the Command Secretary.
6	Customer Service Branch YNCS	Changes reviewer tab to "Approved" and enters the CO's EMPLID, Validates the last page for errors, saves the document – Prints a hard copy of the approved evaluation and forwards to the division chiefs for counseling.
7	Division Chief / Supervisor	Counsel member, gets signatures on evaluation and forwards back to the Command Secretary.



**ISC Seattle SOP, Chapter 4-ISC Staff Internal Guidance Policies**  
**D. Personnel Programs**

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**3. Enlisted Evaluations,** continued

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8	Command Secretary	Marks review final in Direct Access and forwards the hard copy to the Administration Officer.
9	Administration Officer	Tracks completion of evaluations and works with the XO and Division Chiefs via e-mail as needed to ensure all evaluations are completed within published timeframes.

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**ISC Seattle SOP, Chapter 4-ISC Staff Internal Guidance Policies**  
**D. Personnel Programs**

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**4. Drug Urinalysis Testing Program**

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| <b>a. Introduction</b>                       | The ISC performs random drug urinalysis testing for ISC and tenant MLCPAC commands in accordance with the references listed below. The Executive Officer will determine when to perform surprise random testing and the percentage of members to test.   |
| <hr/>  |  |
| <b>b. References</b>                         | The following provide detailed policy and procedure for the Coast Guard's Drug Urinalysis Testing Program<br>(a) Personnel Manual, COMDTINST M1000.6 (Series)  |
| <hr/>  |  |
| <b>c. Drug Urinalysis Program Supervisor</b> | <p>The Master-At-Arms serves as the ISC Drug Urinalysis Program Supervisor and is responsible for the following.</p> <ul style="list-style-type: none"><li>• Maintaining urinalysis supplies.</li><li>• Maintaining testing records.</li><li>• Determining, in connection with the CO or XO, the random numbers associated with selecting personnel to test, to meet percentage test targets.</li><li>• Notifying commands of the names of members to be tested.</li><li>• Designate and train observers.</li><li>• Maintaining custody/forwarding of samples.</li><li>• Verifying the identity of members tested.</li><li>• Notifying commands of any positive test results and providing copies of the documentation needed for any subsequent disciplinary or administrative action.</li><li>• Conduct testing on any member UA for more than 24 hrs upon their return.</li><li>• Conduct any other testing as directed by the Executive Officer.</li></ul> |
| <hr/>  |  |
| <b>d. Command Responsibility</b>             | Each MLCPAC tenant command is responsible for maintaining a current roster of assigned personnel (both permanent party and temporarily assigned) along with the members' Social Security numbers. When notified of the names of the members to be tested, commands will ensure that members report to the BEQ for testing. Each command is also responsible for any administrative or military justice actions resulting from positive test results. Tenant commands shall also provide the CMAA one male and one female observer when requested.  |
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**ISC Seattle SOP, Chapter 4-ISC Staff Internal Guidance Policies**  
**D. Personnel Programs**

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**5. Weight Control Program**

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| <b>a. Introduction</b>        | This section describes local procedures to carry out the weight control program.   |
| <hr/>                         |  |
| <b>b. References</b>          | <p>The following references proved detailed policy and procedural guidance for the weight control program</p> <ul style="list-style-type: none"><li>(a) Weight/Physical Fitness Standards for Coast Guard Military Personnel, M1020.8 (series).</li><li>(b) Coast Guard Personnel Manual, COMDTINST M1000.6, (series).</li><li>(c) Weight Management Self-Help Guide, COMDTPUB P6200.3 (series).</li></ul>   |
| <hr/>                         |  |
| <b>c. Required Weigh-ins</b>  | <p>All military personnel shall be screened against the height and weight standards of reference (a) semiannually every October and April. The data shall be reported via Direct Access. Members away from their unit during the weigh-in months will have their weigh-in deferred until return to their home unit, after which the October/April schedule will be resumed. Commanding Officers retain the authority to screen members against established height and weight standards anytime he or she deems it necessary.</p>   |
| <hr/>                         |  |
| <b>d. Weigh-in procedures</b> | <p>Members' are required to report to the Customer Service Branch during normal business hours in the months of October and April for weigh-in. This is a mandatory requirement of all active duty and drilling reserve personnel assigned to the ISC as permanent party or TDY.</p> <ul style="list-style-type: none"><li>• The Customer Service Branch yeoman shall perform weigh-ins and prepare the necessary personnel data record entries.</li><li>• Members exceeding the maximum allowable weight limits shall be measured to determine their percentage of body fat.</li><li>• Members not in compliance with MAW and body fat standards shall be referred to a medical officer or local physician, who shall make a recommendation to the command as to the member's health, whether or not weight and/or body fat loss would be detrimental to the member's health, <b>and the member's ability to participate in each component of the monthly fitness assessment.</b></li></ul> |
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**ISC Seattle SOP, Chapter 4-ISC Staff Internal Guidance Policies**  
**D. Personnel Programs**

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**5. Weight Control Program, Continued**

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**e. Probation procedures**

Unless granted an exemption under Chapter 3 of reference (a), overweight members **who also exceed their maximum body fat percentage** shall:

- Be placed on probation, during which they must lose their excess weight or body fat. The probationary period cannot equal or exceed thirty-six weeks. A probationary weight loss period shall not commence until *after* a medical examination. Therefore, the medical exam must be completed as expeditiously as possible, usually within three to four weeks of the discovery
- During probation, members should demonstrate reasonable and consistent progress toward attaining their MAW (i.e., lose approximately half of the required weight or half the excess percentage of body fat by the midpoint of the probationary period).
- Members placed on probation shall complete a personal wellness profile (PWP) and develop a detailed fitness plan. In addition, the member shall participate in a **mandatory** fitness activity monitored by the UHPC or alternate, for a minimum of one hour, three days per week.
- Members on probation will be subjected to a monthly mandatory fitness assessment until they meet their MAW.
- Any member who has been in two probationary weight or body fat loss periods in any 365-day period will be processed for separation from the Coast Guard in lieu of being placed in a third probationary period during the same 365-day period.

**f. Failure to lose weight**

Members who exceed their MAW and body fat percentage to such an extent that they would be placed in a probationary period of 36 weeks or more, fail to demonstrate reasonable and consistent progress during probation, or fail to attain their MAW or body fat by the end of their probation shall be processed for separation.

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*Continued on next page*

**ISC Seattle SOP, Chapter 4-ISC Staff Internal Guidance Policies**  
**D. Personnel Programs**

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**5. Weight Control Program, Continued**

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**g. Promotion/attending training while on probation.**

The following actions will be withheld if a member is found to have been overweight and/or over fat as of his/her last semi-annual or follow-up screening:

- Advancement or promotion. Enlisted members may compete for advancement if their commanding officer recommends them; however, advancement may not occur until they meet weight standards.
- The member may still PCS while on probation, but the determination must be made by CGPC.
- Assignment to command positions both ashore and afloat.
- Assignment to basic and advanced resident training, including Class “A” and “C” School, postgraduate training, or flight
- Assignment of reservists to long-term active duty (e.g., EAD, ADSW-AC, ADSW-RC) other than to fulfill their annual training
- Payment of bonus installments. If the member is ultimately discharged because of failure to comply with this Manual, all unearned payments will be recouped upon separation.
- Selection to high visibility assignments, such as White House, House, Senate, or Congressional staff; liaison assignment to other agencies; Command Master Chief; Career Development Advisor; high visibility public affairs staff positions; instructor duty; recruiting duty, etc.

**ISC Seattle SOP, Chapter 4-ISC Staff Internal Guidance Policies**  
**D. Personnel Programs**

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**6. Striker Program**

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<b>a. General</b>	<p>Qualified non-rated members are encouraged to strike for any rating not requiring a Class A school. The Coast Guard Personnel Manual lists available ratings and proper paths of advancement.</p> <p>Due to the ISC's organizational structure, non-rated personnel may only strike for the following ratings at this command:</p> <ul style="list-style-type: none"><li>• Food Services Specialist</li><li>• Storekeeper</li><li>• Yeoman</li></ul> <p><i>NOTE: Depending on staffing and operational situations, it may be possible for ISC and tenant commands to coordinate training opportunities that could provide striker training for rates not available at ISC Seattle.</i></p>
<b>b. References</b>	<p>The following references provide detailed policy and procedural guidance for the striker program</p> <p>(a) Coast Guard Personnel Manual, COMDTINST M1000.6 (Series) (b) Enlisted Qualifications Manual, COMDTINST M1414.8 (Series)</p>
<b>c. Requests</b>	<p>The member desiring to strike a rating must submit a special request via the chain-of-command to the Executive Officer. Before applying, members must have served a minimum of three months at the ISC. (Exceptions will be evaluated on a case-by-case basis). A maximum period of 6 months will be authorized to complete the striker program. After this period, the member will be returned to normal non-rate duties.</p> <p>The Administration Officer shall verify that the requestor meets the qualifications to strike as set forth in references (a) and (b). And will maintain the eligibility list to ensure fairness of the program.</p>
<b>d. Re-assignment</b>	<p>Depending on the command's workload and non-rated personnel manning level, the Executive Officer may approve or disapprove requests. If approved for the striker program, the member will be reassigned to the appropriate division for that rating. If disapproved member may reapply after the timeframe indicated by the XO or 30 days whichever is greater.</p>
<b>e. Evaluation</b>	<p>The Division Officer shall monitor the progress of the striker, recommend advancement when all qualifications are met, or recommend that the person no longer be allowed to participate in the striker program.</p>

**ISC Seattle SOP, Chapter 4-ISC Staff Internal Guidance Policies**  
**D. Personnel Programs**

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## **7. Visitation of Members in Confinement**

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| <b>a. General</b>                  | The Coast Guard Personnel Manual, COMDTINST M1000.6 (Series), requires representatives of the parent command to visit confined personnel on a regular basis. The ISC policy is that confined members will be visited at least weekly, in person or by telephone visit. ISC Seattle can perform visits for commands that are deployed and those that are located more than 3 hours driving distance from the Naval brig at Bangor, WA.  |
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| <b>b. First visit</b>              | The Administration Officer will normally make the initial visit.   |
| <hr/>                              |  |
| <b>c. Subsequent weekly visits</b> | The Administration Officer is responsible for making the required personal or telephone visits or coordinating with other qualified members to ensure the visits are completed. Upon completion of the visit, the Administration Officer will ensure the member's command personnel are notified that the visit was conducted and of any special needs required by the confined member. If the confined member's request includes the acquisition of uniform and/or health and comfort items, the Chief Master-at-Arms and the Command Master Chief will also be informed. |
| <hr/>                              |  |
| <b>d. Brig Liaison</b>             | The Administration Officer is the Coast Guards Liaison with the Puget Sound Naval Brig/CCU for all Coast Guard Personnel assigned. In this capacity they shall maintain communications with the Brig/CCU to ensure all Coast Guard personnel are visited and will coordinate logistics with Coast Guard commands for prison escorts and brig runners.  |
| <hr/>                              |  |

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**8. Enlisted Person of the Quarter (EPOQ) Award.**

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<b>a. References</b>	CG Enlisted Person of the Year (EPOY) Program COMDTINST 1650.36B
<b>b. General</b>	ISC Seattle's Enlisted Person of the Quarter (EPOQ) is established as a unique and personal method to recognize truly <b>outstanding</b> accomplishments of our Coast Guard enlisted personnel who have excelled not only in their daily performance but also in their attitude, initiative, community service, and extra curricular activities. The selection criteria for this award, <u>is not</u> based on any specific character traits or performance requirements and may be reflective of a single noteworthy effort or exceptional service during the entire period of consideration.
<b>c. Eligibility</b>	Military Personnel (active and reserve) E2-E6 assigned to ISC Seattle are eligible for selection.
<b>d. Nominations</b>	Any ISC Seattle employee, having knowledge of an individual worthy of this recognition, may submit a nomination using the EPOQ nomination form located on the Command Master Chief's Corner on CG Central.
<b>e. Selection Council</b>	ISC Seattle's CMC will serve as the Chairperson of the Selection Council. The Council shall consist of seven members, including the CMC, five active CPOs and one reserve CPO.
<b>f. Responsibilities</b>	<p><b><u>The CMC shall:</u></b></p> <ul style="list-style-type: none"><li>• Convene ISC Seattle's Selection Council and report results to the XO/CO <u>before</u> the next scheduled ISC Seattle All Hands session.</li><li>• Notify the ISC Chief's Mess of the nominees, winner and runner-up.</li><li>• Provide the Command Secretary (for the next all hands):<ul style="list-style-type: none"><li>• Names of the finalist and one (1) runner-up.</li><li>• \$100 Series I Savings Bond in the finalist's name and ISC Seattle plaque appropriately engraved.</li><li>• Write-up from the nomination forms so a CG-3307 can be placed in the members official records.</li></ul></li></ul>

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**8. Enlisted Person of the Quarter (EPOQ) Award, Continued**

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**f. Responsibilities, Continued**

**The Selection Council shall:**

- Review all submitted nominations in their entirety.
- Contact the appropriate Division CPO to clarify any information contained in the nomination form (as necessary).
- Select as EPOQ that ISC Seattle employee who best exemplifies the criteria for nomination, including the highest Coast Guard values and traditions.
- Prepare the EPOQ Citation using the comments contained in the finalist's nomination form (Exhibit 4-D-8-1).

**The ISC Seattle Command Secretary shall:**

- Route the EPOQ Citation to the Commanding Officer via the XO for clearance and signature.
  - Ensure a copy of the POQ Citation and appropriate remarks entry is placed in the finalist's PDR.
  - Ensure appropriate remarks entry is placed in the runner-up's PDR
  - Ensure an appropriate announcement is placed in the ISC Seattle Plan-of-the-Week immediately after presentation at the ISC Seattle All Hands session.
- 

**g. Award**

Formal presentation will be conducted at the first ISC Seattle All Hands session immediately after the end of the quarter. The finalist will be recognized with appropriate awards, including a designated three (3) month parking spot and 48-hour special liberty for military members. To be used at the discretion of the finalist's Supervisor.

The runner-up will also be recognized at the ISC Seattle All Hands session and be authorized 24-hour special liberty . To be used at the discretion of the runner-up's Supervisors.

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*Continued on next page*

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#### 8. Enlisted Person of the Quarter (EPOQ) Award, Continued

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**h. Additional  
Award Consid-  
eration**

Quarterly finalists and runner-ups will "automatically" be reviewed by the Selection Council for end-of-the-year awards, included Enlisted Person of the Year (EPOY) - active and reserve. However, nominations for the EPOY are not restricted only to those employees who have previously been a EPOQ finalist or runner-up.

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**9. Civilian Employee of the Quarter (CEOQ) Award.**

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<b>a. References</b>	CG Civilian Employee of the Year (CEOY) COMDTINST 12451.2A
<b>b. General</b>	ISC Seattle's Civilian Employee of the Quarter (CEOQ) is established as a unique and personal method to recognize truly <b>outstanding</b> accomplishments of our Coast Guard civilian employees who have excelled not only in their daily performance but also in their attitude, initiative, community service, and extra curricular activities. The selection criteria for this award, <u>is not</u> based on any specific character traits or performance requirements and may be reflective of a single noteworthy effort or exceptional service during the entire period of consideration.
<b>c. Eligibility</b>	Civilian employees GS-1 – GS-9 and WG-1 – WG-10, assigned to ISC Seattle, are eligible for selection.
<b>d. Nominations</b>	Any ISC Seattle employee ( <b>military and civilian</b> ), having knowledge of an individual worthy of this recognition, may submit a nomination using the on-line application form located on CG Central ( <b>My Unit, Announcements, Bravo Zulu</b> ). Completed <b>nominations</b> shall be emailed directly to the Executive Officer.
<b>e. Selection Council</b>	ISC Seattle's XO will serve as the Chairperson of the Selection Council. The Council shall consist of three members, including the XO and two senior civilian employees.
<b>f. Responsibilities</b>	<p><b><u>The XO shall:</u></b></p> <ul style="list-style-type: none"><li>• Convene ISC Seattle's Selection Council and report results to the CO <u>before</u> the next scheduled ISC Seattle All Hands session.</li><li>• Provide the Command Secretary (for the next all hands):<ul style="list-style-type: none"><li>• Names of the finalist and runner-up.</li></ul></li></ul>

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**9. Civilian Employee of the Quarter (CEOQ) Award, Continued**

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**f. Responsibilities, Continued**

**The Selection Council shall:**

- Review all submitted nominations in their entirety.
- Contact the appropriate Division Officer/Branch Chief to clarify any information contained in the nomination form (as necessary).
- Select as CEOQ that ISC Seattle employee who best exemplifies the criteria for nomination, including the highest Coast Guard values and traditions.
- Prepare the CEOQ Citation using the comments contained in the finalist's nomination form.

**The ISC Seattle Command Secretary shall:**

- Route the CEOQ Citation to the Commanding Officer for clearance and signature.
- Ensure an appropriate announcement is placed in the ISC Seattle Plan-of-the-Week immediately after presentation at the ISC Seattle All Hands session.
- Prepare SF-52s for 16 hours time off and \$100.00 cash award in the finalist's name and ISC Seattle plaque appropriately engraved.
- Prepare SF-52 for 8 hours time off for runner-up.

**g. Award**

Formal presentation will be conducted at the first ISC Seattle All Hands session immediately after the end of the quarter. The finalist will be recognized with appropriate awards, including a designated three (3) month parking spot, 16 hours time off (**to be used at the discretion of the finalist's supervisor**), and \$100.00 cash award.

The runner-up will also be recognized at the ISC Seattle All Hands session and be authorized 8 hours time off (**to be used at the discretion of the runner-up's supervisor**).

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**9. Civilian Employee of the Quarter (CEOQ) Award, Continued**

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**h. Additional  
Award Consid-  
eration**

Quarterly finalists and runner-ups will "automatically" be reviewed by the Selection Council for end-of-the-year awards, including Civilian Employee of the Year (CEOY). However, nominations for the CEOY are not restricted only to those employees who have previously been a CEOQ finalist or runner-up.

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**9. Civilian Employee of the Year (CEOY) Award.**

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<b>a. References</b>	CG Civilian Employee of the Year (CEOY) COMDTINST 12451.2A
<b>b. General</b>	ISC Seattle's Civilian Employee of the Year (CEOY) is established as a unique and personal method to recognize truly <b>outstanding</b> accomplishments of our Coast Guard civilian employees who have excelled not only in their daily performance but also in their attitude, initiative, community service, and extra curricular activities. The selection criteria for this award, <u>is not</u> based on any specific character traits or performance requirements and may be reflective of a single noteworthy effort or exceptional service during the entire period of consideration.
<b>c. Eligibility</b>	Civilian employees GS-1 – GS-9 and WG-1 – WG-10, assigned to ISC Seattle, are eligible for selection.
<b>d. Nominations</b>	Any ISC Seattle employee ( <b>military and civilian</b> ), having knowledge of an individual worthy of this recognition, may submit a nomination using the on-line application form located on CG Central ( <b>My Unit, Announcements, Bravo Zulu</b> ). Completed <b>nominations</b> shall be emailed directly to the Executive Officer.
<b>e. Selection Council</b>	ISC Seattle's XO will serve as the Chairperson of the Selection Council. The Council shall consist of three members, including the XO, Senior Leadership Team civilian representative and one senior civilian employee.
<b>f. Responsibilities</b>	<p><b><u>The XO shall:</u></b></p> <ul style="list-style-type: none"><li>• Convene ISC Seattle's Selection Council and report results to the CO <u>before</u> the next scheduled ISC Seattle All Hands session.</li><li>• Provide the Command Secretary (for the next all hands):<ul style="list-style-type: none"><li>• Names of the finalist and runner-up.</li></ul></li></ul>

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**ISC Seattle SOP, Chapter 4-ISC Staff Internal Guidance Policies**  
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**9. Civilian Employee of the Year (CEOY) Award, Continued**

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**f. Responsibilities, Continued**

**The Selection Council shall:**

- Review all submitted nominations in their entirety.
- Contact the appropriate Division Officer/Branch Chief to clarify any information contained in the nomination form (as necessary).
- Select as CEOY that ISC Seattle employee who best exemplifies the criteria for nomination, including the highest Coast Guard values and traditions.
- Prepare the CEOY Citation using the comments contained in the finalist's nomination form.

**The ISC Seattle Command Secretary shall:**

- Route the CEOY Citation to the Commanding Officer for clearance and signature.
- Ensure an appropriate announcement is placed in the ISC Seattle Plan-of-the-Week immediately after presentation at the ISC Seattle All Hands session.
- Prepare SF-52s for 16 hours time off and \$250.00 cash award in the finalist's name and ISC Seattle plaque appropriately engraved.
- Prepare SF-52 for 8 hours time off for runner-up.

**g. Award**

Formal presentation will be conducted at the next ISC All Hands. The finalist will be recognized with appropriate awards, including a CEOY Plaque, 16 hours time off (**to be used at the discretion of the finalist's supervisor**), and \$250.00 cash award. The runner-up will also be recognized at the ISC Seattle All Hands session and be authorized 8 hours time off (**to be used at the discretion of the runner-up's supervisor**).

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**9. Civilian Employee of the Year (CEOY) Award, Continued**

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**h. Additional  
Award Consid-  
eration**

CEOY finalists and runner-ups will "automatically" be reviewed by the Selection Council for end-of-the-year awards, including the CG Civilian Employee of the Year (CEOY). However, nominations for the CEOY are not restricted only to those employees who have previously been a CEOQ finalist or runner-up.



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## **10. Chief Petty Officer Mentoring Program**

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<b>a. References</b>	COMDTINST 5350.24B, Coast Guard Mentoring Program
<b>b. General</b>	<p>The primary goal of the ISC Seattle Chief Petty Officer (CPO) Mentoring Program is to provide <b>positive</b> influence and <b>dependable</b> guidance to junior enlisted employees (E-4 and below) assigned TDY to ISC Seattle who are most likely to demonstrate performance and behavior below Coast Guard standards. These employees are also susceptible to departing the Coast Guard prior to, or upon completion of their original enlistment contract. All too often without fully considering the benefits of remaining in the service.</p> <p>This Mentoring Program will positively impact ISC Seattle's Senior Enlisted Members by: (1) Providing CPO's with a "cookbook" program which enables them to discuss leadership issues with junior personnel in an informal setting and, (2) Provide an opportunity for CPO's to perform their <i>traditional</i> duties while addressing the Coast Guard's "New Normal".</p>
<b>c. Targeted Audience</b>	<p><b>“One on One” Mentoring Assignment:</b> All CG Enlisted personnel (active and reserve) of paygrade E-4 and below are candidates. This process is specifically designed to provide various leadership resources to TDY personnel. However, supervisors are strongly encouraged to utilize this process during permanent detail check-ins also. The standardization of this process may simplify supervisor check-ins and provide all junior personnel the same initial, basic leadership resource guidance.</p>
<b>d. Program Description</b>	<p><b>“One on One” Mentoring Assignment</b></p> <ul style="list-style-type: none"><li>• Mandatory for all CG Enlisted personnel of paygrade E-4 and below reporting TDY to ISC Seattle.</li><li>• The junior enlisted member must report to their CPO Mentor within 48 hours of assignment by the Customer Service Branch Supervisor.</li><li>• Only the <i>initial</i> meeting between the junior enlisted member and their assigned CPO Mentor is <u>required</u>. Subsequent meetings will be based on the junior member's needs. There is no maximum number of meetings. CPO supervisors will mentor their own permanent detail personnel unless advance, specific and unique arrangements are made to the contrary.</li></ul>

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**10. Chief Petty Officer Mentoring Program, Continued**

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**e. Responsibilities**

**ISC Seattle CPOs:**

- Provide a standardized introduction into the mentoring program as provided by the ISC Seattle mentoring checklist Exhibit 4-D-9-1.
- Counsel and guide junior members assigned TDY to ISC Seattle, as associated with “one-on-one” mentoring.
- Develop Individual Development Plan (as appropriate) for junior members TDY to ISC Seattle.
- Become a resource for all target personnel. To provide advice, information, instructions and guidance pertaining to all things military and career related.
- Utilize Exhibit 4-D-9-1, Mentoring Checklist, as the standard during permanent detail check-ins.
- Assist junior members in transition. Whether from Basic Training to the field, from an operational unit to the ISC or from the Coast Guard into the civilian community. CPO Mentors will provide transitional guidance.
- Notify TDY member’s PCS unit CPO and advise/encourage the unit to maintain contact with member, where they have been assigned, status of their progress and ISC mentoring efforts.

**The Customer Service Branch Supervisor (YNCS) shall:**

- Upon initial Check-In at the Customer Service Branch, the YNCS will assign an ISC Seattle CPO Mess member, whom will serve as the junior enlisted members "mentor". (The CPO Mentor should not be the junior enlisted member's CPO Supervisor).
- If the YNCS is unavailable, assignments will be made by the CMC.
- Notify CPO mentor of assignment and assigned work area of the member.
- Notify the appropriate ISC Seattle Mentoring CPO, at the earliest and most appropriate time, where separation action (administrative or medical) on junior members who are assigned a mentor is initiated.
- Offer the appropriate ISC Seattle Mentoring CPO an opportunity to provide a statement regarding retention of an assigned junior enlisted member.
- Track all mentoring assignments on the master Assigned & Transient (A&T) list.

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10. Chief Petty Officer Mentoring Program, Continued

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e. Responsibilities (cont'd)

**Information Sharing:**

- Mentoring CPO's will be afforded maximum allowable information regarding the junior enlisted member they are mentoring (not to include information *prohibited* under the Privacy Act and/or confidentiality). Allowable information includes: Review of protégé's PDR, medical status, limitations and scheduled medical appointments; disciplinary actions (financial loss/restriction/suspension); and pending actions.
- The ISC Seattle Mentoring CPO shall be notified of any separation action (administrative or medical), at the earliest and most appropriate time by the ISC Administration Officer.
- The ISC Seattle Mentoring CPO shall be offered the opportunity, by the ISC Administration Officer, to provide a statement regarding retention of their assigned junior enlisted member - under the Coast Guard's "Second Chance Program".

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**EXHIBIT 4-D-9-1- MENTORING CHECKLIST**

**Members Name:** \_\_\_\_\_ **Permanent Unit:** \_\_\_\_\_

**Mentors Name:** \_\_\_\_\_ **Date of Initial Visit:** \_\_\_\_\_

1. Diagnosing Strengths and Needs: Review available information and reason(s) member was assigned TDY (**Admin, Medical, Discipline, awaiting PDS**) \_\_\_\_\_
2. Get to Know Each Other:  
Inquire about the protégé's background and interests \_\_\_\_\_
3. Confidentiality Parameters: Discuss how sensitive issues will be handled, shared, managed \_\_\_\_\_
4. Review ISC Seattle Policy Brief \_\_\_\_\_
5. Evaluate Performance expectations and provide constructive feedback \_\_\_\_\_
6. Describe consequences of violations of policies and regulations. Identify positive and negative aspects of living on base and in the Seattle area: (e.g. Washington State drinking age, DUI laws, avoiding personnel with disciplinary issues, guilt by association) \_\_\_\_\_
7. Issue comprehensive list of ISC Seattle CPOs and officers and their work locations. Specific emphasis shall be placed on the CO, XO, ESO & CMC \_\_\_\_\_
8. Suggest potential resources for external educational opportunities, personal development and recreational activities \_\_\_\_\_
9. Explore local referral resources to healthcare, work-life, CDA and the Chaplain \_\_\_\_\_
10. Discuss career/future intentions \_\_\_\_\_
11. Issue "CDA" folder (if appropriate) \_\_\_\_\_
12. The partnership can continue: Ensure protégé understands mentor availability and is encouraged to return for assistance as needed \_\_\_\_\_
13. Protégé's supervisor notified that the initial mentor/protégé meeting has been accomplished. Provide insights \_\_\_\_\_
14. Establish contact with members PCS unit chief to encourage their support \_\_\_\_\_

**Return copy of this check-sheet to ISC CMC within 48 hours.**

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**11. A&T Management Program**

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- a. References**      (a) Rules for Court-Martial (R.C.M.) 306(c)(2)  
                             (b) Military Justice Manual, COMDTINST M5810.1D, Section 1.G
- 

- b. Introduction**      In accordance with references (a) and (b), this section provides guidance for carrying out the plan for the management of ISC Seattle's Administratively Assigned and Transient (A&T) personnel. The policies and procedures established in this section are intended to be administrative corrective measures to further the efficiency of the ISC. These measures are not imposed as punishment for any military offense(s).
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- c. Duties and Responsibilities**      The Executive Officer (XO) is charged with coordinating and supervising the performance and administration of the command, including matters pertaining to, and privileges of A&T personnel at ISC Seattle:

Step	Responsible Officer	Action
1	ISC XO	The XO (or Chief, Personnel Services, in the XO's absence), with the assistance of the Command Master Chief (CMC), will assign all A&T personnel to a privilege level upon reporting to ISC Seattle. This shall be determined primarily by the reason for which each A&T member is reporting to ISC. The XO and/or CMC will report the assigned privilege level to the Administration Officer. The Administration Officer will subsequently assign individuals at Privilege Level-1 to a branch, as is appropriate given one's rate/rank and departmental needs. Those in Level-2 and 3 shall be assigned to the MAA force.
2	ISC Division and Branch Chiefs	Branch Chiefs, under the command of their Division Chiefs, will be directly responsible for coordinating and supervising the performance and administration of A&T personnel assigned to their branch. Upon the recommendation of his or her Branch Chief, a Division Chief may reassign an A&T member to the MAA force, thereby reducing that individual from Privilege Level-1 to a lower privilege level, as a result of significant disciplinary problems. Significance is determined by the severity and/or persistence of an offense. The XO and the Administration Officer will be notified of such changes for tracking purposes.

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**11. A&T Management Program, Continued**

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<b>Step</b>	<b>Responsible Officer</b>	<b>Action</b>
3	Chief Master at Arms	The MAA Supervisor, under the direction of the Chief, Master-at-Arms (CMAA) will be responsible for coordinating and supervising the performance and administration of A&T personnel assigned to the MAA force. After consultation with the CMAA or Port Services Officer, the MAA Supervisor has the authority to move MAA force members from Privilege Level-2 to 3 and vice versa. Additionally, the MAA Supervisor has the authority to utilize any of the management tools within a given privilege level for an individual in that level. Upon the recommendation of the MAA Supervisor, the CMAA may request an individual be raised to a Privilege Level-1 and be reassigned to another branch. Requests for reassignments shall go through the Administration Officer. The XO will be notified when an individual changes privilege levels. The CMAA is responsible for assigning A&T members to duty sections.
4	Command Duty Officer	The Command Duty Officer (CDO) is primarily responsible for the after-hours enforcement of the A&T Management Plan. The MAA Supervisor will provide a list of A&T personnel assigned to the MAA force and their corresponding privilege levels, including a list of lost privileges for specific individuals. The CDO will ensure that these individuals abide by the MAA Supervisor's instructions and will report any inconsistencies thereof or other behavioral problems to the MAA Supervisor upon relief.

**d. Workforce organization**

The MAA force is under the direct supervision of the MAA Supervisor and the CMAA. Their services may be utilized by any ISC branch or Pier 36 tenant command. Requests for work parties should go through the MAA Supervisor. Exhibit 4-D-10-1 is an organization diagram for the Port Services Branch

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**e. Privilege levels**

Privilege levels shall be determined primarily by the reason for which each A&T member is reporting to ISC. Privilege Level-1 personnel shall be assigned to a branch, as is appropriate given one's rate/rank and departmental needs. Privilege Level-2 and 3 personnel shall be assigned to the MAA force.

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**11. A&T Management Program, Continued**

**Level-1**            A&T members, other than those arriving at ISC Seattle as a result of disciplinary problems, will enter the queue at this level.

At Level-1, an A&T member will be managed as ISC personnel of a comparable rate and rank. The Administration Officer will make his/her best attempt to assign A&T petty officers to a job that is in rate. Non-rate personnel will be given the most desirable job available as is appropriate for his/her pay-grade and based on the needs of ISC Seattle. These individuals will attend musters as required by the division to which they have been assigned. Their duty rotation will be approximately 1 in 12.

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**11. A&T Management Program, Continued**

**Level-2**

A&T members with pending discharge, resulting from drug or alcohol offenses or performance problems, will enter the queue at this level. Those returning from the CCU/Brig, on pre-trial restriction, or awaiting court-martial will also be placed in Privilege Level-2. Additionally, Division Chiefs may reduce a member from a Level-1 to a Level-2 status as a consequence of that individual's misbehavior. Based on good behavior, the CMAA may "promote" a member from Level-2 to Level-1 and make a recommendation to the Port Services Branch Chief that individual be reassigned to another branch.

At Level-2, the member will be placed on the MAA force under the supervision of the MAA Supervisor. This force will be required to muster a minimum of 3 times per day and will be subject to frequent uniform inspections. While there will be an emphasis on positive reinforcements for individuals at Level-2, the CMAA may award extra military instruction (EMI), when appropriate. Assignment of EMI must be in writing and subsequently reviewed and concurred with by the XO. The MAA Supervisor may suspend one or more of the following administrative privileges:

- use of the Exchange and liquor store,
- use of the gym,
- on-base parking,
- civilian clothes on base,
- smoking,
- BEQ recreation deck/lounge use,
- cell phones on base,
- off-base housing (BAH),
- special liberty,
- duty exchange,
- and/or participation in morale events.

Such reductions in administrative privileges may be done only after the MAA Supervisor has received concurrence from the CMAA. When possible, denial of administrative privileges should be logically linked to the behavior for which they are being denied (e.g. loss of cell phone on base when member has been making personal calls during the workday). Members at Level-2 will have a 1 in 6 duty rotation. Denial of administrative privileges shall be documented in writing with a copy provided to the XO.

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**11. A&T Management Program, Continued**

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**Level-3**

A&T members serving punishment from court-martial or non-judicial punishment (NJP), including extra duty and/or restriction, shall enter the queue at this level. Additionally, the MAA Supervisor may reduce a member from a Level-2 to a Level-3 status as a consequence of that individual's misbehavior. Based on a demonstrated pattern of good behavior, the MAA may "promote" a member from Level-3 to Level-2. At Level-3, the member will be placed on the MAA force under the supervision of the MAA Supervisor. This force will be required to muster at a minimum of three times per day and will be subject to frequent uniform inspections. For members at a Privilege Level-3, an emphasis will be placed on behavioral correction. Therefore, these individuals will be "buddied up" with an individual in a higher privilege level (ideally someone at Level-2) for frequent monitoring during the workday. The buddy will serve as a model of appropriate behavior and will be responsible for reporting any non-compliance to his/her supervisor. While at Level-3, an individual will automatically be subject to the following:

- Loss of liquor store privileges,
- Base parking privileges will be revoked,
- Civilian clothes will not be worn on base.

Additionally, the MAA Supervisor may suspend one or more of the following privileges:

- Use of the Fitness Center,
- Cigarette, cigar smoking,
- BEQ recreation deck/lounge use,
- Cell phones on base,
- Off-base housing (BAH),
- Special liberty,
- Duty exchange,
- Participation in morale events.

Members at Level-3 will have a 1 in 3 duty rotation.

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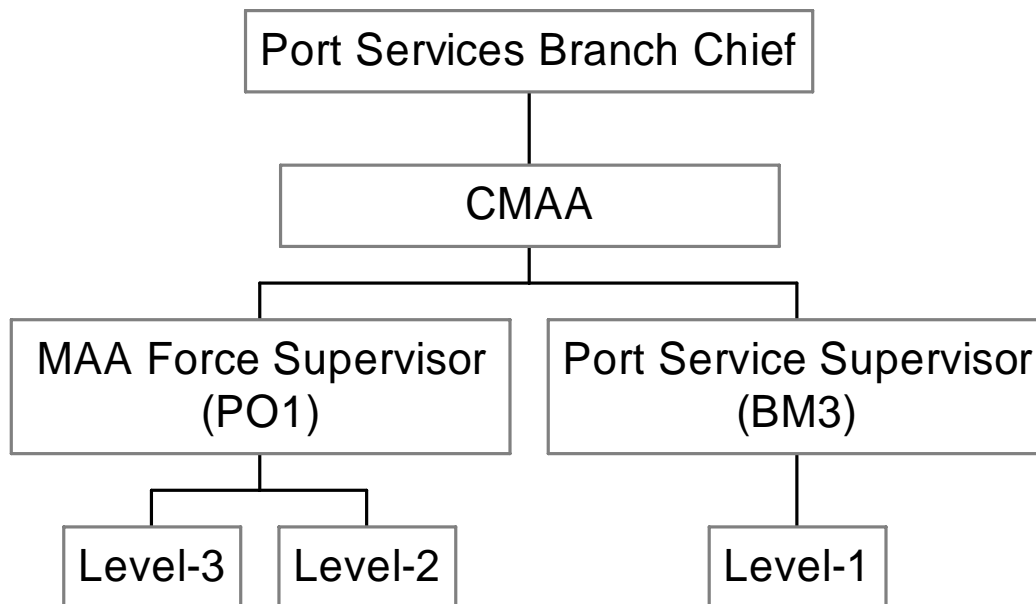
### 11. A&T Management Program, Continued

**f. Privilege Level Matrix** The below matrix illustrates the three privilege levels in the A&T Management Plan:

	Level-3	Level-2	Level-1
<b>Privileges</b>	Loss of Privileges: * Buddied up with person in higher level for frequent monitoring.  * Loss of liquor store privileges  * On-base parking revoked.  * No civilian clothes worn on base.  * Potential loss of one or more below: a. Exchange b. Fitness Center c. Smoking d. Rec. deck/lounge e. Cell phones f. Off-base housing (BAH) g. Duty exchange h. Participation in morale events.  * Emphasis on behavior correction.	Reduction in Privileges:  * EMI  * Potential loss of one or more below: a. Exchange b. Liquor store c. Fitness Center d. On-base parking e. Civilian clothes on base f. Smoking g. Rec. deck/lounge use h. Cell phones i. Off-base housing (BAH) j. Special liberty k. Duty exchange l. Participation in morale events  * Emphasis on positive reinforcements.	Normal Privileges:  * No restrictions on leave/liberty  * Permission to participate in all Morale events.
<b>Branch Assignments</b>	* MAA Force	* MAA Force	* Attempt to place POs in rate.  * Non-rates get the most desirable jobs available.
<b>Duty Rotation</b>	1 in 3	1 in 6	1 in 12
<b>Muster</b>	Minimum of 3 musters per day.	Minimum of 3 musters per day	Muster within assigned division.
<b>Queue Entry Level</b>	* Those serving punishment for Court-Martial or NJP (extra duty and/or restriction).	* Pending discharge (drug, alcohol, or performance).  * Returning from CCU/Brig.  * Awaiting CM/pretrial restriction.	* A&T (other than those w/ disciplinary problems).

**EXHIBIT 4-D-10-1- PORT SERVICES ORGANIZATIONAL CHART**

Port Services Branch



**ISC Seattle SOP, Chapter 4-ISC Staff Internal Guidance Policies**  
**D. Personnel Programs**

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**D. Personnel Programs**

**EXHIBIT 4-D-10-2 - (A&T) REPORTING-IN CHECKLIST (E1 – E4)**

<b>EMPLID:</b> _____	<b>RANK/RATE:</b> _____
<b>Members Name:</b> _____ <b>Members Perm Unit:</b> _____	
<b>Mentor Name:</b> _____	<b>Date Reported:</b> _____
<b>Expected Duration / Return Date to Unit:</b> _____ / _____	

- |   | <b>Initial / Date:</b> |
|---|------------------------|
| 1. <b>Customer Service Branch</b>   |                        |
| a. Provide recall information   | _____                  |
| b. Complete pertinent (pay transactions paperwork) w/SPO yeoman                       | _____                  |
| c. <b>YNCS/YNC</b> – Customer Service Branch  |                        |
| Assign mentor as applicable / List mentor name & ext under #8.                        | _____                  |
| d. <b>Reason for assignment to ISC (circle one)</b>                                   |                        |
| 1. En Route / Unit Name: (_____)  |                        |
| 2. Administrative   |                        |
| 3. Medical  |                        |
| 4. Discipline   |                        |
| 2. <b>Administration Officer</b> (notify branch/unit of assignment)                   | _____                  |
| a. Duty Assignment for TDY period: _____  |                        |
| b. Privilege Level: (circle one: (1) normal (2) limited (3) restricted)               |                        |
| c. Provide copy of A&T Program.   |                        |
| d. Complete any pending paperwork from unit   |                        |
| e. Explain Leave process and Personnel Management Plan:                               |                        |
| <b>I here by acknowledge and understand my requirements during my TDY assignment:</b> |                        |
| <b>Member Signature:</b> _____ <b>Date:</b> _____                                     |                        |
| 3. <b>Personnel Officer</b> (Review expectations during members stay at ISC)          | _____                  |
| 4. <b>Medical Division</b> – HSCS – (ONLY when assigned for Medical)                  | _____                  |
| 5. <b>Work-Life:</b> (overview of program – staff appointments as applicable)         | _____                  |
| 6. <b>Command Master Chief</b> – (Call for appointment – ext: 6422)                   | _____                  |
| 7. <b>Master-At-Arms (MAA):</b>   |                        |
| Assigned BEQ room ( <i>if applicable</i> )  | _____                  |
| Assign to Duty Section ( <i>notify watch captain</i> )                                | _____                  |
| 8. <b>Mentor</b> – (_____)  |                        |
| Review Mentor Program, IDP, and member goals and expectations during TDY.             | _____                  |
| 9. <b>Branch Supervisor (or unit) Assigned to:</b>                                    |                        |
| System Manager (User security brief and user set-up):                                 | _____                  |
| Advise of safety protocols: Fire, Earthquake and locations to muster                  | _____                  |
| Review Chain-of-Command based on members assignment.                                  | _____                  |
| 10. <b>ISC - Executive Officer</b>  | _____                  |

**Return this check-sheet to the ISC Administration Officer.**

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**D. Personnel Programs**

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ISC Seattle SOP, Chapter 4-ISC Staff Internal Guidance Policies

D. Personnel Programs

EXHIBIT 4-D-10-3 - (A&T) REPORTING-IN CHECKLIST (E5-O5)

<b>EMPLID:</b> _____	<b>RANK/RATE:</b> _____
<b>Members Name:</b> _____	<b>Members Perm Unit:</b> _____
<b>Date Reported:</b> _____	

- |  | <b>Initial / Date:</b> |
|--|------------------------|
| 1. <b>Customer Service Branch</b>  |                        |
| a. Provide recall information  | _____                  |
| b. Complete pertinent (pay transactions paperwork) w/SPO yeoman                    | _____                  |
| c. Expected Duration / Return date to unit: _____ / _____                          |                        |
| <b>d. Reason for assignment to ISC (circle one)</b>                                |                        |
| 1. En Route / Unit Name: (_____)   |                        |
| 2. Administrative  |                        |
| 3. Medical   |                        |
| 2. <b>Administration Officer</b> (notify branch/unit of assignment)                | _____                  |
| a. Duty Assignment for TDY period: _____   |                        |
| 3. <b>Personnel Officer</b> (Review expectations during members stay at ISC)       | _____                  |
| 4. <b>Medical Division</b> – HSCS – (ONLY when assigned for Medical)               | _____                  |
| 5. <b>Branch Supervisor (or UNIT assigned to):</b>                                 | _____                  |
| System Manager (User security brief and user set-up):                              |                        |
| Advise of safety protocols: Fire, Earthquake and locations to muster               |                        |
| Review Chain-of-Command based on members assignment.                               |                        |
| 6. <b>ISC - Executive Officer</b> (Make Appointment with Command Secretary)        | _____                  |
| 7. <b>ISC Branch Chief</b> – (If assigned to unit outside the ISC – That units XO) | _____                  |

**Return this check-sheet to the ISC Administration Officer.**



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**D. Personnel Programs**

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## **12. Email Standard Procedure**

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- a. References** (e) The Coast Guard Correspondence Manual, COMDTINST M5216.4  
(f) Take Back Your Life, Sally McGhee and John Wittry, pg. 250-264, Microsoft Press 2007
- 
- b. Action** Division and Branch Chiefs are to train personnel and ensure personnel accountability
- 
- c. Discussion** An email standard is essential to:
- Ensure clear and concise communication
  - Minimize the time required for the recipients to process the email
  - Minimize the number of emails we send and receive.
- A clear and concise email may take the author a bit longer to complete; however, many work hours will be saved since the entire audience will be able to process the email faster.
- 
- d. Procedure**
- The following “PASS” standard shall be used to prepare emails:
    - **P** - what is the purpose of your communication
    - **A** - what action is involved, what is the due date, and who is required to take action
    - **S** - what supporting documentation should be included in your email
    - **S** - have you accurately summarized your communication in the subject line
  - Subject Line: recommend completing the subject line after the body of the email is completed. Subject line to be brief and concise to capture the required action and the due date.
  - The following acronyms shall be used at the start the subject line of the email:
    - **AR** - **A**ction **R**equested - recipient has to complete an action to respond
    - **RR** - **R**esponse **R**equested - recipient needs to respond but no action is required
    - **RO** - **R**ead **O**nly - recipient is required to read the document
    - **FYI** – **F**or **Y**our **I**nformation only - recipient does not need to read the document but can file or delete
  - **To:** recipient responsible for the action in the subject line

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*Continued on next page*

**ISC Seattle SOP, Chapter 4-ISC Staff Internal Guidance Policies**  
**D. Personnel Programs**

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## **12. Email Standard Procedure (cont.)**

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**d. Procedure**  
*(cont.)*

- **Bcc:** blind copy - please do not use - (if anyone on the BCC line hits reply all, all recipients on the email will receive the reply)
  - **EOM:** End of message – use if the complete content of your email is contained in the subject line.
  - **Greetings** [Rank or Mr./Ms./Mrs.] [Last Name]," is the recommend greeting to be used on all emails.
  - Closing: “Respectfully” is the recommended closing to be used on all emails.
  - Three important writing standards are listed below for your use. Recommend reference 2 above be consulted for additional writing standards.
    - Know what you are writing about. How you get to that point is your responsibility. Proper preparation and subject knowledge will ensure your credibility and hold your audiences attention.
    - Get to the point quickly, explain as necessary, and then stop. Provide a quick snapshot for your reader being considerate of their time.
    - Use active verbs. A couple exceptions to this rule would be for style editing, when presenting bad news, or attempting to avoid pointing blame at a particular party. By doing this, you show respect to your audience who is appreciative of the time spent by you to provide the necessary facts, realistic context, and your honest recommendations.
-

**ISC Seattle SOP, Chapter 4-ISC Staff Internal Guidance Policies**  
**D. Personnel Programs**

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## E. Accounting and Property Management

### 1. Section Overview

---

- a. Introduction** This section assigns responsibilities and provides procedures for budgeting, accounting and property management.
- 

**b. In this section**

Topic	See Page
Budgeting and Accounting	4-E-2
General Purpose Property	4-E-4
Property Accountability Requirements	4-E-6
Property Acquisition Requirements	4-E-7
Property Disposal Requirements	4-E-8
Recycled Material	4-E-9
Precious Metals Recovery	4-E-11

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## ISC Seattle SOP, Chapter 4-ISC Staff Internal Guidance Policies

### E. Accounting and Property Management

---

## 2. Budgeting and Accounting

---

**a. General** The ISC receives routine operating funding annually under various Allotment Fund Control (AFC) Codes. MLCPAC requires ISC to prepare an annual budget request. Prudent management requires procedures, which use the approved plan as a basis for budget execution.

---

**b. Branch Chief responsibilities** Each branch chief is designated as a fund manager and is required to:

- Develop annual funding requirements in detail, identifying amounts and the fiscal quarters in which the amounts are required.
- Classify these requirements into specific projects; request project number assignment.
- Establish priorities for each project as either unit minimum or unit desired.
- Execute approved projects in the proper fiscal quarter by submitting appropriate procurement request documents to Comptroller. Cite the project number on each procurement request.
- Provide new project names when required.
- Ensure allocated funds equal or exceed the quarterly spend rate. Spend rates are generally set at 25% for the 1st QTR, 50% for the 2nd QTR, and 75% for the 3rd QTR.
- Identify any significant changes to budgetary requirements that will be recurring in subsequent fiscal years. Immediately provide Comptroller with appropriate documentation justifying the recurring funding requirements for submission to the AFC program manager at MLCPAC.
- Maintain a perpetual backlog list and submit backlog list to Comptroller whenever there are any changes to the list.

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*Continued on next page*

## 2. Budgeting and Accounting, continued

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**c. Comptroller responsibilities**

The Comptroller coordinates the development of the budget.

- Identifies fixed or contractually required amounts.
  - Advises fund managers of approved funding levels.
  - Maintains OPTAR records as necessary to track budget execution for each fund manager, each project, and the ISC in total.
  - Ensures each fund manager has access to Finance & Procurement Desktop (FPD) to track account balances as required.
  - Reviews procurement requests to ensure fund managers cite proper existing project numbers. Establishes appropriate new project numbers.
  - Monitors quarterly spending to ensure compliance with spend rates.
-

## ISC Seattle SOP, Chapter 4-ISC Staff Internal Guidance Policies

### E. Accounting and Property Management

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#### 3. General Purpose (GP) Property

---

<b>a. Introduction</b>	This section deals with the acquisition, accountability and disposal of reportable General Purpose (GP) property only.
<b>b. Reference</b>	Detailed property management procedures can be found in: (a) Property Management Manual, COMDTINST M4500.5(series)
<b>c. Definition</b>	The definition of Reportable GP Property is currently evolving. Please see Chapter 3 of reference (a) for the most current guidelines.
<b>d. Property Officer responsibilities</b>	<p>The Comptroller is the Property Officer for ISC Seattle. The property officer:</p> <ul style="list-style-type: none"><li>• Ensures that ISC Seattle complies with Personal Property Accountability (PPA) System and property disposal guidelines contained in reference (a).</li><li>• Supports ISC Seattle tenant commands and other USCG units located physically at the Jackson Federal Building, in Seattle.</li><li>• Advises Property Officers and custodians on policies, procedures and paperwork.</li><li>• Supports D13 Staff by providing data entry/report services in the Oracle database, based on full and correct documentation provided by D13 Staff.</li><li>• Supports D13/ISC geographic AOR unit Property Officers by advising on property policies, procedures and consolidating required paperwork/reports for advertising and processing.</li></ul>

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*Continued on next page*

## ISC Seattle SOP, Chapter 4-ISC Staff Internal Guidance Policies

### E. Accounting and Property Management

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#### 3. General Purpose (GP) Property, Continued

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##### **e. Property Custodian responsibilities**

Each division shall select one or more property custodians and report any anticipated changes in writing to the Property Officer, for official designation. Property Custodians will account for personal property assigned to their respective divisions ensuring that:

- All reportable property is recorded in Oracle Database.
  - Newly acquired property added.
  - Excess property reported for redistribution or disposal.
  - Lost, stolen or damaged (due to OTHER than "normal wear & tear") property is reported on a Survey and reported to cognizant security manager within 72 hours; and worn out or useless property is reported and disposed of properly.
  - Perform a joint relief physical inventory when custody is transferred, or upon request of the Property Officer.
  - Also perform a joint physical inventory with Comptroller Division personnel during the 4th quarter of each Fiscal Year or upon request of the Property Officer.
- 

##### **f. Tenant Commands**

Each tenant command retains direct responsibility for accountability and record keeping for all GP property under their control.



## ISC Seattle SOP, Chapter 4-ISC Staff Internal Guidance Policies

### E. Accounting and Property Management

#### 4. Property Accountability Requirements

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<b>a. Annual physical inventories</b>	The ISC Comptroller will coordinate an annual mandatory physical inventory during the 4 <sup>th</sup> quarter of each Fiscal Year with ISC Divisions' property custodians to verify and reconcile property records.
<b>b. Property reports</b>	Each custodian shall hold a current, accurate property report, showing reportable GP property items for which that custodian is accountable. When changes to the list are made, ISC Comptroller will provide an updated report for review, verification and acceptance. The custodian shall sign the original of the property report, to be retained by the Property Officer.
<b>c. Adding reportable items</b>	Appropriate PPA System documentation will be prepared to add reportable items, which should be included in the unit's property report for any mandatory item not previously reported. Additionally, if errors are found in the existing report (i.e., duplications or incorrect data), annotate on the listing and submit to the Property Officer for correction.
<b>d. Correcting property reports</b>	If errors are found in the existing report (i.e., duplications or incorrect data), annotate on the listing and submit to the Property Officer for correction.
<b>e. Reporting lost, missing, stolen, or damaged property</b>	Items listed on the property report which are discovered to be lost, missing, stolen or damaged (due to OTHER than "normal wear & tear"), shall be reported to the Property Officer immediately. The Commanding Officer may, in turn, convene a Board of Survey to investigate circumstances and determine responsibility for the item(s). The Property Officer, based on the Survey Board's report, will issue final disposition instructions.
<b>f. Excess property</b>	Items determined excess to the unit/division, will be reported to the Property Officer for advertisement. After the advertising period has passed, the Property Officer will issue disposition instructions. Deletion from the custodians' list will occur once the item has been physically transferred to another unit/agency or to DRMO Ft. Lewis.

---

## 5. Property Acquisition Requirements

---

- |                                      |   |
|--------------------------------------|---|
| <b>a. Approval</b>                   | <p>The ISC Comptroller will review all GP property procurement requests, and will approve only those meeting the following conditions:</p> <ul style="list-style-type: none"><li>• If similar useable excess property does not exist within the unit, USCG or other U.S. Government agency. Or, when the item was specifically budgeted and funded for new acquisition.</li><li>• When the item replaces a similar surveyed or excessed, reportable GP property item. The originating office shall attach a copy of the Report of Survey (CG-5269) or Report of Excess Personal Property (SF-120) to the procurement request.</li></ul> |
| <b>b. Adding to property records</b> | <p>The ISC Comptroller will track all ISC purchases of GP property items and ensure that are custodians promptly reminded to provide the required data, upon receipt of items, for entry into property records.</p>   |
| <b>c. Other acquisitions</b>         | <p>ISC divisions shall notify the Property Officer prior to and immediately upon acquiring excess, leased, or borrowed property from ANY source outside the regular procurement chain.</p>  |
-

## 6. Property Disposal Requirements

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**a. Excess and  
Surveyed Prop-  
erty**

All ISC, tenant commands and USCG units located at the Jackson Federal Building with authorization to deliver property to ISC Comptroller for disposal or transport to DRMO Ft. Lewis, must attach the completed and approved Report of Excess (SF-120) or Report of Survey (CG-5269) and (DD-1348-1). Contact ISC Comptroller for specific disposal instructions if a property item has been authorized for "abandonment/destruction".

---

**b. Hazardous  
Materials**

ISC divisions, tenant commands and USCG units located at the Jackson Federal Building should contact the ISC Environmental Branch for all materials containing (or suspected to contain) HAZMAT.

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**ISC Seattle SOP, Chapter 4-ISC Staff Internal Guidance Policies**  
**E. Accounting and Property Management**

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## **7. Recyclable Materials**

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**a. Introduction**     ISC Seattle Comptroller division has collection bins for scrap metals, wood, paper and cardboard. Every effort is made to keep the ISC facility clean and free of scrap material, debris and excess property. ISC divisions and tenant commands should contact the ISC Comptroller Division (fl) for any further guidance required concerning proper procedures for disposal of these materials. Guidelines for the proper disposal of recyclable items are listed below.

---

**b. Reference**        Additional information and procedures for recycling can be found in:  
(a) Qualified Recycling Program (QRP), COMDTINST 16477.5

---

**c. Scrap metal**      All scrap metal must be sorted according to type, and deposited into the correct metal bins located in Comptroller divisions outside lock-up area.

- The small red bin is for copper, brass and aluminum (all are non-magnetic).
- For items that won't fit in these Containers, see the ISC Comptroller for instructions.
- All other metal content items are to be deposited in the large red bin.

*Note:* At no time shall items deposited extend over the sides or above the bin. Mixed wood/metal items must be separated before depositing.

---

**d. Prohibited scrap metal**     The following items are prohibited:

- Excessively greasy or oily items
- Batteries
- Oil filters or any other filter
- Closed or sealed barrels or drums (both ends must be completely removed to be accepted)
- Sealed containers or cylinders (same procedure as barrels)
- Rubber coated items or tires
- Paint cans
- Containers that contained pesticides
- Welding rod
- Items containing non-metals, such as wood, concrete, glass, insulation, etc.
- Any item that is hazardous or toxic

*Note:* See HAZMINCEN for disposal instructions.

*Continued on next page*

## ISC Seattle SOP, Chapter 4-ISC Staff Internal Guidance Policies

### E. Accounting and Property Management

#### 7. Recyclable Materials, Continued

---

<b>e. Scrap wood</b>	<p>All "clean" scrap wood is to be deposited in the Waste Management bin (same location as metal bins).</p> <p><i>Note:</i> At no time shall items deposited extend over the sides or above the bin. Mixed wood/metal items must be separated before depositing.</p>
<b>f. Prohibited scrap wood</b>	<p>The following items are prohibited:</p> <ul style="list-style-type: none"><li>• Painted, coated wood and non-wood materials must be deposited with regular trash.</li></ul>
<b>g. Paper, aluminum cans and cardboard</b>	<p>All office paper products, newspaper, magazines and envelopes, except as noted below shall be placed in the blue outdoor collection bins. Staples and paperclips in these papers are okay. Aluminum cans must be bagged separately before placing in bins. Do not place aluminum cans in bin located on pier 37.</p>
<b>h. Shredded Paper</b>	<p>All paper that has been run through a shredding machine must be separately bagged and placed in the bin. The recycling contractor will refuse to empty any bin containing loose shredded paper.</p>
<b>i. Prohibited paper, aluminum cans, and cardboard</b>	<p>The following items are prohibited in the paper cardboard and aluminum containers:</p> <ul style="list-style-type: none"><li>• Glass</li><li>• Metal</li><li>• Wood</li><li>• Plastic</li><li>• Styrofoam</li><li>• Food products or their containers</li><li>• Cross-cut shredded paper</li><li>• Paper ream wrappers</li><li>• Restroom products such as paper towels, toilet paper and tissues, etc. (i.e., anything other than "clean" paper).</li></ul>

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## ISC Seattle SOP, Chapter 4-ISC Staff Internal Guidance Policies

### E. Accounting and Property Management

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#### 8. Precious Metal Recovery

---

<b>a. Introduction</b>	ISC Seattle is required to reclaim silver and gold recovered by ISC Medical and Dental Clinics or any other tenant using precious metals. Reclaimable property affected by this policy includes but is not limited to gold, silver and lead.
<b>b. References</b>	Detailed procedures for precious metal recovery can be found in the following references:  (a) Property Management Manual, COMDTINST M4500.5 (Series) (b) Coast Guard Medical Manual, COMDTINST M6000.1 (Series)
<b>c. Senior Dental Officer responsibilities</b>	<p>The Senior Dental Officer maintains the precious metals recovery system for the ISC Health and Safety Division in accordance with reference (b). The Senior Dental Officer shall:</p> <ul style="list-style-type: none"><li>• Ensure access to the safe containing precious metals is controlled.</li><li>• Conduct inventories and supervise the precious metal recovery procedures as outlined in reference (b).</li><li>• Maintain an accurate record of recovered precious metals.</li><li>• Report to and transfer all recovered precious metals and scrap X-ray film via DD-1149 to ISC Comptroller. Negative reports are required.</li></ul>
<b>d. Comptroller responsibilities</b>	<p>The Comptroller oversees precious metals recovery procedures and processes disposals to ensure the requirements of reference (a) are met. The Comptroller</p> <ul style="list-style-type: none"><li>• May establish a commercial contract to recover the precious metals within expendable hypo solutions used by Medical and Dental clinics.</li><li>• Will receive reclaimed precious metal and scrap X-ray film for proper disposal in accordance with reference (a).</li><li>• Disposes of precious metal received from the Health and Services Division and other tenant commands at DMRO, FT LEWIS using form DD-1348-1. A completed receipt copy of the DD-1148-1 will be provided to each originator.</li></ul>

**ISC Seattle SOP, Chapter 4-ISC Staff Internal Guidance Policies**  
**E. Accounting and Property Management**

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**ISC Seattle SOP, Chapter 5-Site Management Regulations/Policies**  
**A. Watches and Routines**

---

## **A. Watches and Routines**

### **1. Section Overview**

---

**a. Introduction**     This section provides guidance for carrying out ISC Seattle's daily routine

---

**b. In this section**

<b>Topic</b>	<b>See Page</b>
The Watch System	5-A-2
Watch Management Process	5-A-3
The Watch Section	5-A-4
The Watch Assignment	5-A-6
Personnel Not Subject to Watch	5A-8
Compensation for Duty on Holidays/Weekends	5-A-9
Duty Watch Schedules	5-A-10
Muster	5-A-11
Watchstanding Reporting Log	5-A-12
Standby Watchstanders	5-A-13
Dining Facility Operation	5-A-15

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**ISC Seattle SOP, Chapter 5-Site Management Regulations/Policies**  
**A. Watches and Routines**

---

## **2. The Watch System**

---

**1. Purpose**      The ISC Seattle duty watch serves as the Command's representative after hours and provides security, safety, and support to all tenant commands and personnel on board ISC Seattle.

---

**2. Organization**      The duty watch system is comprised of the following managers and qualified watchstanders in order of succession:

<b>Category</b>	<b>Position</b>
Management	<ul style="list-style-type: none"><li>• Executive Officer (XO)</li><li>• Port Services Chief (PSC)/Security Officer</li><li>• CMAA</li></ul>
Watchstanders	<ul style="list-style-type: none"><li>• Command Duty Officer (CDO)</li><li>• Watchstanders</li><li>• TAD Personnel</li></ul>

---

**ISC Seattle SOP, Chapter 5-Site Management Regulations/Policies**  
**A. Watches and Routines**

---

### **3. Watch Management Process**

---

- 1. Purpose**      The purpose of the watch management process is to:
- Provide strategic focus for watchstanding at ISC Seattle;
  - Ensure each member of the watch receives adequate training;
  - Provide the command and the CDO with personnel skilled in a broad range of expertise to meet any emergency.
- 

- 2. Organization**      The following table describes the responsibilities of each position in the watch management process.

<b>Position</b>	<b>Responsible for</b>
Executive Officer (XO)	<ul style="list-style-type: none"><li>• Providing oversight of the overall watchstanding process at ISC Seattle;</li><li>• Determining which personnel should be granted relief from standing watch in accordance Section 1-D of this instruction.</li></ul>
Port Services Branch Chief (PSC)	<ul style="list-style-type: none"><li>• Providing day-to-day operation of the duty watchstanding process.</li></ul>
CMAA/MAA	<ul style="list-style-type: none"><li>• Training and Supervising the CDO's;</li><li>• Developing and maintaining qualification check-off sheet for the CDO contained in enclosure (1);</li><li>• Submitting recommendations for qualified CDO's to the Commanding Officer;</li><li>• Recommending disposition of all leave requests affecting the CDO watch section;</li><li>• Providing new personnel with current qualification sheets for assigned watch;</li><li>• Preparing qualification letters for the Commanding Officers signature;</li><li>• ISC CDO during normal work days from 0730-1500;</li><li>• Publishing the Watch Section list.</li></ul>
ISC Admin	<ul style="list-style-type: none"><li>• Notifying CMAA of new personnel assigned to ISC so that they can be put into a watch section.</li></ul>

---

## 4. The Watch Section

### 1. Purpose

The purpose of the watch section is to:

- Serve as the representatives of the command during their watch;
- Provide accountability throughout the command;
- Respond to situations that are within their capabilities;
- Obtain additional resources to respond to situations that are outside their capabilities.

### 2. Organization

The following table describes the responsibilities of each position in the duty watch section.

Position	Responsible for
Command Duty Officer (CDO)	<ul style="list-style-type: none"> <li>• Serves as primary representative of the CO and supervises members of the watch section. Acts as liaison between the watch and the Command. The CDO should consult with the CMAA before calling the XO or CO if time permits;</li> <li>• Ensuring all watchstanders have been properly trained in accordance with this manual for their watches;</li> <li>• Identifying and correcting problems that may arise over the course of the watch; particularly those which occur outside of normal working hours;</li> <li>• Overall performance and appearance of the watch section in accordance with instructions contained in this manual and in other applicable directives;</li> <li>• Briefing the XO on the events of the previous watch each day immediately after colors (0810) Monday thru Friday;</li> <li>• Submitting the daily CDO Log to the CMAA.</li> </ul>
Position	Responsible for
Watch Stander	<ul style="list-style-type: none"> <li>• Assisting the CDO in carrying out the watch routine;</li> <li>• Performing any tasks the CDO may designate during the watch.</li> </ul>
Position	Responsible for
Engineer of the Watch (EOW)	<ul style="list-style-type: none"> <li>• Provide technical guidance as requested by the CDO in the event of an engineering casualty or emergency;</li> <li>• Maintaining communications link to CDO at all times by ensuring cell phone is available and properly working;</li> <li>• Coordinating routine and emergency maintenance.</li> <li>• <b>This position is provided by (fe) and will be an on call person.</b></li> </ul>

*Continued on next page*

**ISC Seattle SOP, Chapter 5-Site Management Regulations/Policies**  
**A. Watches and Routines**

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**4. The Watch Section, Continued**

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<b>Position</b>	<b>Responsible for</b>
Fitness Center Watch	<ul style="list-style-type: none"><li>• Providing after hours service and security in the Fitness Center;</li><li>• Performing security rounds and overall supervision of personnel using Fitness Center facilities;</li><li>• Request any assistance from the CDO when needed to properly execute duties.</li></ul>
<b>Position</b>	<b>Responsible for</b>
All Watchstanders	<ul style="list-style-type: none"><li>• Completing the required qualification sheet;</li><li>• Properly performing the watch to which they are assigned in accordance with current directives and standing orders;</li><li>• Immediately informing their division officer and the CDO in the event they are unable to effectively and properly perform their duties;</li><li>• Seeking assistance, training, etc., as necessary, or as the situation demands, in order to maintain a high degree of proficiency in watchstanding duties;</li><li>• Remaining on Pier 36 unless authorized to depart by the CDO;</li><li>• Keeping the CDO informed of their whereabouts at all times;</li><li>• Sleeping in their designated duty room unless the CDO has authorized them to sleep elsewhere;</li><li>• Standing no more than two consecutive duty days in a row;</li><li>• Remaining physically ready and alert for watch. Members of the primary and standby watch teams may not consume alcohol on the days when their section has duty.</li></ul>

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**ISC Seattle SOP, Chapter 5-Site Management Regulations/Policies**  
**A. Watches and Routines**

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## **5. Watch Assignment**

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### **1. Overview**

All personnel are assigned a 1-in-6 rotation until they are qualified. Upon passing a qualification board, the CMAA will hold the watchstanders qualification sheet, draft a qualification letter, forward a copy to ISC Admin, and assign the member to a position on the permanent watch list. ISC Seattle duty sections will be broken into six sections. Each section will be split into two teams of Gold and Blue (See spreadsheet format below). Each CDO/watchstander will be assigned to a section and a team, (i.e., Section 1, Team Gold). Because there are two teams per section, two teams will be on duty every day. One team will be the primary team that will be required to remain on-base over night. The sister team will be on standby duty and will need to follow all standby policies. For example, the first day of the month, Team 1 Gold would have primary duty, therefore team 1 Blue is the sister team on standby. On the second day of the month, Team 2 Gold would be the primary team on duty, so team 2 Blue is the sister team on standby, and so on. On day 7, the section rotation will be repeated with all of Team Blues being on primary duty, while Team Golds are the sister teams on standby. Each team will have a MINIMUM of one qualified CDO and two qualified watchstanders. If there are more than 12 qualified CDOs and/or 24 qualified watchstanders, the CMAA will assign extra members to each section as equally as possible.

<b>Gold/Blue teams for each Watch Section.</b>						
	<b>Team</b>	<b>CDO</b>	<b>Watch</b>	<b>Watch</b>	<b>Extra</b>	<b>Security</b>
1	<b>GOLD</b>					
1	<b>BLUE</b>					
2	<b>GOLD</b>					
2	<b>BLUE</b>					
3	<b>GOLD</b>					
3	<b>BLUE</b>					
4	<b>GOLD</b>					
4	<b>BLUE</b>					
5	<b>GOLD</b>					
5	<b>BLUE</b>					
6	<b>GOLD</b>					
6	<b>BLUE</b>					

*Continued on next page*

**ISC Seattle SOP, Chapter 5-Site Management Regulations/Policies**  
**A. Watches and Routines**

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## **5. Watch Assignment, Continued**

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### **3. Policy**

Policies on assignment of personnel to watches are as follows:

- Responsibilities are assigned in line with pay grade and rank.
  - Responsibility and time spent on watch and official duties will be equitably divided among the personnel in the duty section as much as possible.
  - In order to maintain a sufficient number of qualified personnel for watch positions, the CMAA may allow deserving individuals to qualify for the next senior watch. These individuals may be used to fill watch positions temporarily vacant due to personnel shortages;
  - The number of qualified people available to meet the various watch requirements will govern frequency of watch rotation;
  - Each duty section will have one security watch stander assigned. (See Enclosure 2 for security watchstander policies).
- 

### **4. Requirement**

Under most circumstances the grade and special qualification requirements for each watchstanding position in the duty watch system are as follows:

<b>Position</b>	<b>Pay Grade</b>	<b>Special Requirements</b>
Command Duty Officer (CDO)	E-5 and E-6	None
Watchstander	E-2 thru E-6	None
Engineer of the Watch (EOW)	FE personnel	None
<b>Position</b>	<b>Pay Grade</b>	<b>Special Requirements</b>
Gym Watch	E-1 through E-6	None
TAD Personnel		TAD personnel assigned to ISC for more than 14 days will be assigned to an appropriate duty section by the CMAA.

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**ISC Seattle SOP, Chapter 5-Site Management Regulations/Policies**  
**A. Watches and Routines**

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## **6. Personnel not subject to Watch**

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### **1. Exempt Personnel**

The following personnel are exempt from watchstanding:

- Officers
- Command Chief
- Chief Petty Officers
- Members of the Color Guard
- Medically Not Fit For Duty (NFFD) personnel
- Personnel TAD less than 14 days
- Duty Food Specialists
- Others as determined by the Executive Officer

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### **2. Exemption Requests**

Personnel, who, by the nature of their billet, believe they should not stand duty, must submit a written request to the XO via the chain of command. The request must contain:

- A complete explanation of the reasons for the request.
- A schedule of the member's working hours.
- The member's watch schedules.

A copy of the authorization from the XO will be maintained by the CMAA.

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**ISC Seattle SOP, Chapter 5-Site Management Regulations/Policies**  
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## **7. Compensation for Duty on Holidays/Weekends**

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- |                     |  |
|---------------------|--|
| <b>1. Policy</b>    | When operational situations permit, compensatory time off as liberty may be granted following duty weekends or national holidays for the primary duty section by Division Chiefs.  |
| <hr/>               |  |
| <b>2. Procedure</b> | <ul style="list-style-type: none"><li>• Compensatory time off for holidays and observed days will be granted on a day for day basis, with the exception of Thanksgiving, Christmas Eve, Christmas, and New Year's Day. Those holidays will be compensated with two days of special liberty.</li><li>• Compensatory time off is granted at the discretion of the Branch Chief.</li><li>• Submit request chits via chain of command.</li></ul> |
| <hr/>               |  |



# ISC Seattle SOP, Chapter 5-Site Management Regulations/Policies

## A. Watches and Routines

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### 8. Duty Watch Schedules

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#### 1. Monthly schedule

- ISC Seattle personnel will be assigned to a duty section by the CMAA. Once qualified and assigned, the duty rotation will not vary unless directed by the Executive Officer or the Commanding Officer. The duty section list will be maintained by the CMAA.
  - The Duty Section lists will be maintained on an ISC Seattle public folder.
- 

#### 2. Daily Watch List

Each day a list of personnel in that day's duty section (primary and standby) will be kept at the front desk in the BEQ. The following items pertain to the daily watch list:

- Personnel in a break-in status will be identified on the list with the letters B/I.
  - Personnel in a limited duty status will be identified on the list with an asterisk (\*). These people are required to bring their Status-Profile sheet (CG-5460A) to musters.
- 

#### 3. Leave Requests

- All duty personnel must submit leave requests through their respective duty section prior to gaining approval from their chain of command. All chits must be submitted by the 15th day of the month prior to the requested leave dates. All CDO leave requests must be signed by the CDO in sister watch team prior to approval via the chain of command. Once authorization for leave is obtained, a copy of the leave request will be given to the CDO and CMAA. *(Per CWO Rotter)*
-

# ISC Seattle SOP, Chapter 5-Site Management Regulations/Policies

## A. Watches and Routines

### 9. Musters

- 1. Weekday** Duty section and restricted personnel are required to attend the following weekday musters as indicated.

Time	Personnel	Location
0730	Off going Duty Section Team (primary) and on coming Duty Section (primary & standby) with MAA	Bldg 6, BEQ
0810	Off going CDO briefs the XO after completing Colors	Bldg 6, BEQ
1500	On coming Duty Section Team (primary) musters	Bldg 6, BEQ
1530	Duty Section Team (primary) commences training round w/EOW	Base
1630	Duty section training	Various
2200	CDO and Restricted Personnel	Bldg 6, BEQ

- 2. Weekend and Holiday** Duty section and restricted personnel are required to attend the following weekend and holiday musters as indicated:

Time	Personnel	Location
0730	Off going Duty Section Team (primary) and on coming Duty Section Team (primary)*	Bldg 6, BEQ *(The Duty Section (standby) Team that is not standing duty must call in by 0800)
1600	CDO and Restricted Personnel	Bldg 6, BEQ
2200	CDO and Restricted Personnel	Bldg 6, BEQ

- 3. Proper Relief** Off going personnel will not leave their watch until they have been properly relieved by a qualified watchstander, this is to include turning over a completed Report Log from the day prior.

- a. Relieving the watch** The following actions are required prior to relieving the watch:

- Review current entries in the night order book
- On weekdays contact the CMAA for any current instructions
- Obtain information on important or unusual events from outgoing watch
- Advise the oncoming CDO of watch activity

**ISC Seattle SOP, Chapter 5-Site Management Regulations/Policies**  
**A. Watches and Routines**

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## **10. Watchstanding Reporting Log**

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### **1. Requirements**

Events/issues that must be recorded in the CDO/Watchstanders' Log.

<b>Event/Issue</b>	<b>Information required to be logged</b>
Duty section assumes the watch	<ul style="list-style-type: none"><li>• The name of the section on watch, i.e. Section 1 Gold, Section 2 Blue, etc.</li><li>• The names of CDO and watch standers who assumed the watch</li></ul>
Rounds	<ul style="list-style-type: none"><li>• Time round commenced and time round completed</li><li>• Any discrepancies noted on round</li></ul>
Alarms, security violations, accidents/injuries, spills	<ul style="list-style-type: none"><li>• Type of alarm, security violation, accident/injury, spill</li><li>• Location</li><li>• Any necessary amplifying information</li><li>• Other Commands involved</li><li>• Notifications made</li><li>• Corrective action(s) taken</li></ul>
Cutter Movements	<ul style="list-style-type: none"><li>• Name of cutter</li><li>• Time departed/moored</li></ul>
Customer requests	<ul style="list-style-type: none"><li>• Name of personnel/Command</li><li>• Item requested</li><li>• Whether ISC was able to provide or not</li></ul>
Conference rooms	<ul style="list-style-type: none"><li>• Time opened</li><li>• Condition of Conference room upon opening</li><li>• Time locked</li><li>• Condition of Conference room upon closing/locking</li></ul>
Personnel Check in/Check out at BEQ	<ul style="list-style-type: none"><li>• Name of personnel</li><li>• Room assigned</li><li>• Type of orders</li><li>• Expected check-out date (if applicable)</li><li>• Any reports of U/A personnel</li></ul>

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**ISC Seattle SOP, Chapter 5-Site Management Regulations/Policies**  
**A. Watches and Routines**

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## **11. Standby Watchstanders**

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### **1. Missing Watchstander**

The following procedures will be used as a guide when a regular watchstander is missing without excuse:

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Step.	Action
1	The CDO immediately notifies the appropriate standby and informs the standby to report for duty. The appropriate standby will be chosen from the sister team of that day's duty section. For example, if a watchstander from Team 3 Blue did not muster with the duty section, the CDO would choose a watchstander from Team 3 gold to report to duty
2	The CDO sends e-mail to the CDO, CMAA, and respective watch chief informing them of missing watchstander
3	The CDO completes a CG-4910, Report of Offense and Disposition and forwards to XO via the CMAA

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### **2. Unable to Stand Watch**

When a watchstander knows in advance that they are unable to effectively and properly perform their duties, it is the watchstander's responsibility to notify their respective watch chief as soon as possible. The watch chief will verify the member's duty status and notify the standby.

*Continued on next page*

**ISC Seattle SOP, Chapter 5-Site Management Regulations/Policies**  
**A. Watches and Routines**

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## **11. Standby Watchstanders, Continued**

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### **3. NFFD on Day of Duty**

The following procedures will be used as a guide when it is determined that a watchstander is not fit to stand duty on the day they have duty:

<b>Step</b>	<b>Action</b>
<b>1</b>	Member must report to medical and get duty status profile. Notify CDO immediately if unable to perform duties  NOTE: Watchstanders are not authorized to call in sick on a day they have duty. The watchstander must report to medical and obtain a status profile, which limits their ability to perform their assigned duties. On weekends the CDO must use his/her discretion on whether member should report for duty or not. If it is determined member is too ill to stand duty, another member of that team must take their place, if that team does not have extra personnel, another member of the Section must be called in
<b>2</b>	The CDO immediately notifies the appropriate standby and informs the standby to report for duty
<b>3</b>	The CDO sends e-mail to the CDO and CMAA, informing them of watchstanders duty status

### **4. Inclement Weather Procedures**

Failure to make a good faith effort to report for duty as soon as possible during inclement weather may result in administrative or disciplinary action.

### **5. Child Care**

Every CG member with dependents is responsible for having an emergency care provider available at all time. Dependent care issues will not normally be a valid reason for missing duty. All situations will be evaluated on a case by case basis. Those watchstanders who fail to take proper responsibility for their childcare needs may be subject to administrative or disciplinary action.

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**A. Watches and Routines**

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## **12. Dining Facility Operation**

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- |   |   |           |                                     |       |                                     |  |  |           |  |       |  |
|---|---|-----------|-------------------------------------|-------|-------------------------------------|--|--|-----------|--|-------|--|
| <b>a. Who may use the dining facility</b> | The ISC Coast Guard Dining Facility (CGDF) is available to all uniformed service members, drilling reservists, Coast Guard civilian employees (including NAFA and Auxiliarists in training or supporting CG units), and contractor employees working under a contract with the Coast Guard, official visitors, retirees and sponsored guests. All members attached to or performing temporary duty for tenant shore commands, that are not drawing per diem, will be charged the CAT II rate for meals consumed. Other personnel may purchase meals at the published meal prices such that payment is made in cash prior to the meal service. In no circumstance, shall meals be furnished to any person without charge unless that person is authorized rations-in-kind.   |           |                                     |       |                                     |  |  |           |  |       |  |
| <b>b. Personnel Policies</b>              | <p>The ISC CGDF operates as a branch of the Comptroller Division. The assigned FSC is designated as the Food Services Officer (FSO).</p> <ul style="list-style-type: none"><li>• The Food Services Officer shall assign FS personnel to cooking or administrative duties. FS personnel assigned to cooking duties (watch) shall not be assigned to other ISC watch duties.</li></ul>  |           |                                     |       |                                     |  |  |           |  |       |  |
| <b>c. Hours of operation</b>              | <p>The ISC CGDF will operate at the following times:</p> <table border="0" style="margin-left: 20px;"><tr><td>BREAKFAST</td><td>0630 - 0730 (Monday through Friday)</td></tr><tr><td>LUNCH</td><td>1100 - 1230 (Monday through Friday)</td></tr><tr><td colspan="2"> </td></tr><tr><td>BREAKFAST</td><td>0700 - 0830 (Saturdays/Sundays/Holidays)</td></tr><tr><td>LUNCH</td><td>1100 - 1230 (Saturdays/Sundays/Holidays)</td></tr></table> <ul style="list-style-type: none"><li>• Box orders may be made for the evening meal if arrangements are made before noon.</li><li>• Note: Supper is only served on special occasions.</li><li>• The ISC CO, XO or Comptroller can deviate from the above listed hours when needed.</li><li>• Retirees and contractor personnel working on cutters and contractor projects shall not come through the line until after 1200.</li></ul> | BREAKFAST | 0630 - 0730 (Monday through Friday) | LUNCH | 1100 - 1230 (Monday through Friday) |  |  | BREAKFAST | 0700 - 0830 (Saturdays/Sundays/Holidays) | LUNCH | 1100 - 1230 (Saturdays/Sundays/Holidays) |
| BREAKFAST                                 | 0630 - 0730 (Monday through Friday)   |           |                                     |       |                                     |  |  |           |  |       |  |
| LUNCH                                     | 1100 - 1230 (Monday through Friday)   |           |                                     |       |                                     |  |  |           |  |       |  |
|   |   |           |                                     |       |                                     |  |  |           |  |       |  |
| BREAKFAST                                 | 0700 - 0830 (Saturdays/Sundays/Holidays)  |           |                                     |       |                                     |  |  |           |  |       |  |
| LUNCH                                     | 1100 - 1230 (Saturdays/Sundays/Holidays)  |           |                                     |       |                                     |  |  |           |  |       |  |

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*Continued on next page*

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**A. Watches and Routines**

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## **12. Dining Facility Operation, continued**

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**d. Dress code**      The prescribed uniforms of the day, as well as clean undress or work uniforms are authorized. Coveralls are prohibited. Side arms are authorized only for Station Seattle duty section personnel, security guards and AT/FP personnel on duty. Civilian attire is authorized if neat, clean and conservative in style. Contractor personnel not meeting the dress code will be asked to take their food to go. They may eat their food at the gazebo if it is not being used for another event.

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**e. Special event food services**      Preparation of meals in support of special official functions at the Pier 36 complex may be coordinated through the FSO. Two weeks notice, minimum, is required. The only events that will be supported with a full catering service are:

- Changes of Command,
- Coast Guard Day Picnic,
- SEAFAIR,
- Navy League dinner,
- Coast Guard Family Association auction,
- Chief's Call to Initiation,
- Pacific Northwest Officers' Association luncheons,
- D-13 ESC meetings,
- Chief Warrant Officers' Association luncheons
- Retirement ceremonies for E-9's, W-4's and O-6's and above.

The Galley will provide a cake and punch at the member's request and expense at retirement ceremonies for:

- O-5 and below
- W-3 and below
- E-8 and below

Requests for use of Dining Facility resources to support other events will not normally be approved. However, support for special events will be considered on a case-by-case basis and may only be approved by the ISC Commanding Officer. Payment for all food and supply of all consumables is the personal responsibility of the individuals holding the event. The FSO will also determine if the mess attendant contract vendor will be impacted by the event. If so, any additional expenses are the individual's personal responsibility and payment must be paid directly to the contractor. Food service personnel may not receive tips or other outside compensation for special official functions. However, cash gifts to the ISC Seattle morale fund may be accepted on behalf of the galley crew.

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*Continued on next page*

## 12. Dining Facility Operation, Continued

**f. Standing orders**

Standing orders for the ISC CGDF are as follows:

- (a) Cooks will report for duty at least one-quarter hour prior to the start of their assigned shift.
- (b) Cooks shall prepare all items on the menu unless there is prior approval from the FSO to deviate from the menu.
- (c) The galley will be maintained in a clean and orderly fashion at all times.
- (d) The galley supervisor will ensure that meals are served on time and the galley is cleaned promptly after each meal.
- (e) There will be a food handler's inspection everyday at 1000.
- (f) The senior FS will secure the galley and turn the keys in to the ISC Command Duty Officer.
- (g) When the galley is secured, all appliances will be turned off.
- (h) The outside area behind the galley shall be kept clean and orderly at all times.
- (i) Cooks and mess attendants will either eat before or after serving time, not during serving time.
- (j) Cooks will serve on the line whenever possible.
- (k) The senior FS will ensure all menu items are ready for service 10 minutes prior to serving time.
- (l) The Jack of the Dust (JOD) will ensure there are enough provisions broken out for the cooks. If an item is unavailable, the JOD will note on the NAVSUP-1090 the substitution to be used and also inform the FSO.
- (m) All food items, cleaning equipment, and kitchen utensils will be stored in a neat and orderly fashion.
- (n) Breakouts will be labeled to indicate the day of use.
- (o) Meats will be broken out 3 days prior to serving and kept in chill box.
- (p) Meat will not be thawed in the galley.
- (q) All food items will be garnished on the serving line.
- (r) After every use the grill will be cleaned and grease traps emptied.
- (s) All leftovers will be used or discarded. The galley supervisor will make determination on leftovers.
- (t) All cooking utensils will be stored in accordance with the food service sanitation manual.
- (u) The oven will be cleaned once a week, on weekends, or when ever necessary.
- (v) The gaylord hood will be cleaned daily at the end of the watch.
- (w) The deep fat fryer will be filtered after each use, and changed, as the galley supervisor deems necessary.
- (x) Every Thursday is a field day.

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*Continued on next page*



**ISC Seattle SOP, Chapter 5-Site Management Regulations/Policies**  
**A. Watches and Routines**

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**12. Dining Facility Operation, Continued**

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**f. Standing orders (cont'd)**

- (y) The mess attendants work for the messdeck MAA who is responsible to the senior FS. All duties for mess attendants will be in accordance with the existing contract as assigned by the MAA with exception of weekends when the senior FS is responsible.
- (z) All boxes are to be flattened and put in the proper receptacle.
- (aa) All cash receipts are to be put in the drop safe. The \$75.00 cash drawer will be kept in the appropriate small safe. Under no condition will any monies be kept in the cash register after a watch
- (bb) All 2581's are to be numbered and totaled. Each day begins with a white copy. At the end of the day put 2581's in with the cash in the drop safe.
- (cc) The watch captain will ensure that the cooks worksheet (NAVSUP-1090) is completed after each meal.
- (dd) The senior FS will prepare the NAVSUP-1090.
- (ee) The NAVSUP-1090 will be turned in daily.
- (ff) The JOD will have all 2581's to the FSO in a timely manner.
- (gg) The JOD will complete all entries of stores receipts the day they arrive.

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*Continued on next page*

**ISC Seattle SOP, Chapter 5-Site Management Regulations/Policies**  
**A. Watches and Routines**

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**12. Dining Facility Operation, Continued**

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**g. Cash Handling Procedures**

The cashier will take the change fund from the safe in the galley passageway 15 minutes prior to breakfast. All cash should be counted in the galley office. The cashier will then count the change fund in the presence of another FS to verify the funds total \$75.00. After verifying the change fund, it will be placed in the cash register. Once the cashier verifies and receives the cash fund, they will be responsible for all discrepancies. The cashier will maintain the cash register keys. Upon opening the Galley for meals, the cashier will stay at the cash register until the meal is secured. If the cashier must be relieved during the meal hour, the FS1 or FSO will stand in at the register. Upon securing the meal, the cashier will, in the presence of the FS1, count the meals sold, multiply the meals sold by the established meal rate, and total the meal sign in sheet. They will then count out the \$75.00 change fund and place it in the change fund cash box. After subtracting the change fund from the sales of meals, the rest of the cash will be counted and compared to the total on the meal sign in sheet. If there are any discrepancies, they must be written on the bottom of the meal sign in sheet. Every attempt must be made to find out how the discrepancy occurred and rectify the discrepancy. Once completed with the counting of the cash, the FS1 will place the sales cash in the Safe in the FSO office and the change fund cash in the passageway safe. The same procedures will be followed with the noon meal. After the counting of the noon meal sales, the cash sales for the whole day will be entered in the cash log in the safe. If the total of all cash on hand exceeds \$300.00, a money order will be purchased and all funds transmitted with the exception of the change fund. The FSO will verify the cash log on a daily basis with the exception of the weekends and holidays. On weekends and holidays, the cash counting will be done with two people in the galley duty section. The cash from sales, along with the meal sign in sheet, will be placed in white envelopes provided. The envelopes will state who the cashier was, how much money is in the envelope, the date of the sale, and the meal the sale was from. Once completed the envelope of cash will be placed in the passageway safe along with the change fund.

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**A. Watches and Routines**

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**ISC Seattle SOP, Chapter 5-Site Management Regulations/Policies**  
**B. Health and Safety**

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## **B. Health and Safety**

### **1. Section Overview**

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**a. Introduction**     This section outlines personnel health and safety programs and procedures.

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**b. In this section**

<b>Topic</b>	<b>See Page</b>
Respiratory Protection Program	5-B-2
Hearing Conservation Program	5-B-4
Food-Borne Illness Procedures	5-B-7
Protective Clothing	5-B-11
Hazard Communication for the Workplace	5-B-13
In-Water Vessel Maintenance and Repair SOP	5-B-16
Smoking Prohibitions & Areas	5-B-18

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## 2. Respiratory Protection Program

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- |   |   |
|---|---|
| <b>a. Introduction</b>                    | This section assigns responsibilities for carrying out ISC Seattle's respiratory protection program.  |
| <hr/>                                     |   |
| <b>b. References</b>                      | <p>The references listed below provide detailed information on respiratory protection and are the basis for ISC Seattle's respiratory protection program.</p> <p>(a) Practices for Respiratory Protection, COMDTINST M6260.2 (Series)<br/>(b) CG Safety and Health Manual, COMDTINST M5100.29 (Series)<br/>(c) OSHA 29 CFR 19101.134</p>  |
| <hr/>                                     |   |
| <b>c. General</b>                         | <p>References (a) through (c) require respiratory protection whenever:</p> <ul style="list-style-type: none"><li>• Engineering controls and/or management controls of air contaminants that are hazardous to health are not feasible.</li><li>• Developments of the necessary engineering controls are pending.</li><li>• Short-term non-routine operations occur for which engineering controls are not practical.</li><li>• Emergency situations arise, e.g., spills, ventilation malfunctions or maintenance operations are preferred method of eliminating these health hazards when feasible.</li></ul>  |
| <hr/>                                     |   |
| <b>d. Safety Officer responsibilities</b> | <p>The Safety Officer with the Assistance of the Safety Supervisor will:</p> <ul style="list-style-type: none"><li>• Evaluate the work place to determine personnel protective equipment needs. Include in this evaluation amounts and types of hazardous chemicals in use. Obtain assistance from MLCPAC (mis) and (keh) if necessary for this evaluation.</li><li>• Train personnel in the selection, care, and use of respiratory protection equipment</li><li>• Identify all personnel required to wear respirators and refer them to the Health and Safety Division to see if there are any medical problems that may prohibit them from wearing respirators.</li><li>• Conduct an annual survey of the program and report progress to the Commanding Officer.</li></ul> |

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## 2. Respiratory Protection Program, Continued

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**e. Division responsibilities**

Division Chiefs will:

- Maintain sufficient quantities of required respiratory equipment.
  - Establish appropriate checkout and return procedures for respirators.
  - Provide storage lockers for respiratory protective equipment.
- 

**f. Health and Safety Division Responsibilities**

Chief, Health and Safety Division will:

- Provide medical surveillance of work areas to ensure that proper respiratory equipment is used.
  - Provide technical assistance to the Safety Officer on the medical aspects of the program.
  - Screen personnel and fit test to determine if they are fit to wear respiratory protective equipment
- 

**g. Division Respiratory Program Coordinator**

Division respiratory program coordinators will:

- Train department personnel on and carryout the Division Respiratory Protection Program.
  - Inspect all respirators within their Division.
  - Clean and disinfect all respirators within their Division.
- 

**h. All Hands**

All hands will:

- Comply with the Respiratory Protection Program set forth herein.
  - Seek advice from Division Chief if respiratory protection is needed prior to performing work.
  - Report any "breathing" or respiratory problems to immediate supervisor or to the Health Services Branch.
  - Comply with all medical recommendations to prevent individual impairments arising from excessive exposure.
-

**ISC Seattle SOP, Chapter 5-Site Management Regulations/Policies**  
**B. Health and Safety**

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### **3. Hearing Conservation Program**

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- |                                     |  |
|-------------------------------------|--|
| <b>a. Introduction</b>              | This section assigns responsibilities for carrying out ISC Seattle's hearing conservation program  |
| <hr/>                               |  |
| <b>b. References</b>                | <p>The references listed below provide detailed information on hearing conservation and are the basis for ISC Seattle's hearing conservation program.</p> <p>(a) Safety and Environmental Health Manual, COMDTINST M5100.29 (Series, Chapter 4</p> <p>(b) Medical Manual, COMDTINST M6000.1 (Series), Chapter 12</p>   |
| <hr/>                               |  |
| <b>c. General</b>                   | <p>References (a) and (b) require a hearing conservation program at the ISC. This program shall include all feasible measures to control noise at the source of generation through engineering controls such as soundproof enclosures and quieter equipment. Where engineering controls are not adequate to limit noise, the program requires the use of administrative controls such as limiting exposure periods or the use of hearing protection.</p> <ul style="list-style-type: none"><li>• Hearing protective devices must be worn in all spaces in which the noise level is <b>84 dBA</b> or above.</li><li>• <u>Double hearing protection</u> is required where the noise level is greater than <b>104 dBA</b>.</li></ul>  |
| <hr/>                               |  |
| <b>d. Division responsibilities</b> | <p>Division officers will:</p> <ul style="list-style-type: none"><li>• Identify all potential "noise hazardous" operations within their departments and request assistance from the Safety and Environmental Health Supervisor in the evaluation of these operations.</li><li>• Submit work orders to Facilities Engineering for installation of engineering controls to reduce noise.</li><li>• Issue hearing protective devices to division personnel performing noise hazardous tasks, and ensure those persons wear the devices.</li><li>• Replace noisy equipment with quieter models when possible.</li><li>• Post signs in all "Noise Hazardous" areas in accordance with reference (a). Noise hazard stickers for spaces are available through (SN 7530-01-GF2-8330). Individual noise stickers for equipment and portable power tools are available through (SN 7530-01-GF2-8320).</li><li>• Refer personnel requiring hearing protection or those personnel who complain of ear problems to the Health and Safety Division for evaluation.</li></ul> |
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*Continued on next page*

### 3. Hearing Conservation Program, Continued

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**e. Health and Safety Division responsibilities**

Chief, Health and Safety Division will:

- Provide sound measurement and analysis. Coordinate sound level surveys through MLCPAC (k). Conduct hearing testing. Record baseline audiograms in Health Records in accordance with reference (b). This audiogram will be documented on Standard Form DD-2215 (Reference Audiogram). Document all follow-up audiograms on DD-2216 (Hearing Conservation Data). Place all engineering personnel in the Hearing Conservation Program and provide annual audiograms. Perform follow-up tests on any personnel who show a sufficient threshold shift on a routine audiogram.
  - Review audiograms in accordance with reference (b) and evaluate hearing loss. Arrange for special testing for those personnel who show a significant threshold shift.
  - Perform annual training on noise hazards.
  - Maintain records of sound level surveys and appropriate medical records as required by references (a) and (b).
- 

**f. Facilities Engineer responsibilities**

The Facilities Engineer will:

- Develop and implement engineering control measures to reduce equipment noise levels whenever a sound level survey determines a hazard exists. If the noise cannot be controlled at the source, install enclosures or noise barriers where feasible.
  - Maintain noise hazardous equipment to ensure that noise does not increase unnecessarily.
- 

**g. Safety Officer responsibilities**

The Safety Officer through the Safety Supervisor will:

- Coordinate sound level surveys through MLCPAC (k).
  - Maintain records of sound level surveys.
  - Conduct periodic inspections to verify compliance with this program
- 

*Continued on next page*



### 3. Hearing Conservation Program, Continued

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**h. All hands responsibilities**

All hands will:

- Wear approved hearing protective devices in posted "noise hazardous" areas or any areas where you have to shout at 3 feet (or talk loudly at one foot) to be understood. (All personnel are encouraged to wear hearing protective devices during their off-duty hours when exposed to hazardous noise).
  - Report any ear or hearing problem to your division officer or to the Health and Safety Division.
-

## 4. Food Borne Illness Procedures

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- |  |   |
|--|---|
| <b>a. Introduction</b>                       | This section sets forth the procedures to be followed in the event of an outbreak/suspected outbreak of a food-borne illness.   |
| <hr/>  |   |
| <b>b. References</b>                         | <p>Chapter 13 of reference (a) provides in-depth information for the prevention of food-borne illness. All food service and medical personnel should become very familiar with the contents of reference (a) and take all the precautions necessary to prevent food contamination.</p> <p>(a) Food Service Sanitation Manual, COMDTINST M6240.4 (Series)<br/>(b) Medical Manual, COMDTINST M6000.1 (Series)</p>   |
| <hr/>  |   |
| <b>c. Categories of Food-Borne Illnesses</b> | <p>There are three general categories of food-borne illness which personnel should be aware of:</p> <ul style="list-style-type: none"><li>(1) Food Intoxication/Food Infection</li><li>(2) Natural Poisons</li><li>(3) Chemical Poisons</li></ul>   |
| <hr/>  |   |
| <b>d. Staphylococcal intoxication</b>        | <p>Some organisms (bacteria, etc.) have rapid growth in food under certain environmental conditions (humidity, temperature, pH) and produce toxins (poisons). Enterotoxins are produced by staphylococcus aureas and cause one of the most frequent food-borne illnesses, staphylococcal intoxication. This illness has a rapid onset usually 1 to 6 hours. Symptoms include; severe nausea, projectile vomiting, diarrhea and prostration with little or no fever.</p>   |
| <hr/>  |   |
| <b>e. Common causes and foods</b>            | <p>Foods associated with such outbreaks are pork (including ham and salami) and fowl. The practice of boning and slicing these products hours before serving and storing them at improper temperatures are the major causes of bacterial spoilage. Other foods involved are canned meat, fish, beef, cheese, milk products, custard filled pastries, potatoes, and macaroni salads. The primary source of the pathogens entering food products are through sneezes, coughs, boils, pimples, and infected cuts on the hands of food service personnel.</p> |

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**B. Health and Safety**

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**4. Food Borne Illness Procedures, Continued**

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|--|--|
| <b>f. Botulism</b>                                   | Exotoxins produced by <i>Clostridium botulism</i> cause the highly publicized but rare disease botulism. The death rate of the food-borne illness is 60% or more. Home canned foods are most frequently associated with this disease. Low acid foods such as green beans, corn, and similar foods that are improperly processed harbor this exotoxin. The usual route of contamination is the result of individuals sampling foods with the toxin, prior to cooking. Symptoms include: nerve paralysis, weakness, headache, dizziness, and death due to respiratory and or cardiac failure. Improperly prepared commercial products such as vichyssoise soup and smoked ham may also cause botulism. Thorough cooking of all prepared foods is highly recommended. Immediately discard any canned foods with bulging lids. |
| <hr/>  |  |
| <b>g. Salmonella type infections</b>                 | Eating products containing microorganisms of <i>Salmonella</i> , <i>Shigella</i> , <i>Clostridium perfringens</i> , and <i>Vibrio parahemolyticus</i> causes food infections. A longer incubation period is involved, usually 6 to 24 hours. Symptoms may include fever, headache, diarrhea, nausea, vomiting, abdominal pains, abdominal distress and prostration. Laboratory analysis of vomitus and feces may reveal these organisms. <i>Salmonella</i> type outbreaks are usually associated with poultry products (usually turkey) while <i>Clostridium perfringens</i> ("left-overs disease") is associated with beef. <i>Vibrio parahemolyticus</i> is associated with improperly prepared shellfish and seafood.   |
| <hr/>  |  |
| <b>h. Preventing food intoxication and infection</b> | All preventive measures listed in reference (a), Section 13-C shall be posted and strictly adhered to by cooks, mess personnel, and the crew.  |
| <hr/>  |  |
| <b>i. Natural Poisons</b>                            | In addition to the toxins or poisons produced by bacterial growth, certain foods are naturally poisonous (i.e., solane in potatoes and selenium in tomatoes). These foods tend to attack the nervous system, resulting in symptoms of weakness, paralysis, numbness, tingling of the ears, apprehension, and diarrhea shortly after ingestion.   |
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*Continued on next page*

**ISC Seattle SOP, Chapter 5-Site Management Regulations/Policies**  
**B. Health and Safety**

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**4. Food Borne Illness Procedures, Continued**

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**j. Chemical Poisons**

Chemical poisoning may be caused by heavy metal contamination or pesticide residue on fruits/vegetables. Chemical poisoning is evidenced by violent nausea, vomiting, and diarrhea shortly after ingestion.

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**k. Prompt action required**

Remember that the keys to the prevention of serious food-borne illness are recognition and prompt action. Delays in treating personnel can cause severe complications and, in the case of chemical poisoning, identity of the specific agent is difficult.

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**l. Action during working hours**

Any individual, who observes a suspected food poisoning victim/food-borne illness outbreak, during working hours, shall take the following actions.

Step	Action
1	Immediately contact the ISC Health and Safety Division and the Food Services Officer (FSO).
2	The person or personnel afflicted will report immediately to the clinic.
3	The FSO or the duty FS will secure the food service area, and assist an HS in taking samples of the suspected food items. The samples are to be sent out immediately for analysis. The XO, CO, and the CDO will be notified by the FSO. The FSO will also notify the Watch Captain of the event to be especially alert for personnel having symptoms after hours. Any personnel who consumed the meal will be instructed to muster at the clinic for evaluation.
4	The Health and Safety Division will initiate a Disease Alert Report. Procedures for initiating this report can be found in Chapter 7 of reference (b).

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*Continued on next page*

**ISC Seattle SOP, Chapter 5-Site Management Regulations/Policies**  
**B. Health and Safety**

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**4. Food Borne Illness Procedures, Continued**

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**m. Action after working hours** Any individual, who observes a suspected food poisoning victim/food-borne illness outbreak, after working hours, shall take the following actions.

Step	Action
1	Immediately contact the Command Duty Officer. If the victim is off base the CDO will write down the symptoms as well as all other pertinent information and then direct the victim to go to the nearest emergency room. If the victim feels that the situation is life threatening, the victim or the CDO will dial 9-911 and request that a paramedic unit respond. [If this situation happens on base the same procedures are to be followed. (PMC is the closest Urgent Care Facility until 2200). The victim will wait in their quarters with the Junior Watchstander until transportation has been procured or a paramedic unit arrives.]
2	The FSO and the Senior Medical Officer will be called in to coordinate, obtain, and submit samples for analysis. The CDO will then notify those personnel who consumed the suspected meal and notify or muster them in the BEQ and tell them the situation.
3	While the above actions are being completed, the CDO will notify the XO and the CO.
4	All personnel receiving emergent medical care will be instructed to report to the clinic as soon as possible after the emergent care is completed.

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**ISC Seattle SOP, Chapter 5-Site Management Regulations/Policies**  
**B. Health and Safety**

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## **5. Protective Clothing**

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- |                                  |  |
|----------------------------------|--|
| <b>a. General</b>                | Certain activities at the ISC are by nature hazardous. To avoid occupational hazards and ensure a safe working environment, personnel engaged in these activities shall wear protective clothing as prescribed below. Supervisors shall ensure protective clothing and equipment is available and used whenever required.  |
| <hr/>                            |  |
| <b>b. Responsibilities</b>       | <p><b><u>Individual personnel.</u></b> Wear appropriate protective clothing whenever engaged in potentially hazardous activities. Notify supervisors of hazards suspected whenever questions arise.</p> <p><b><u>Supervisors.</u></b> Evaluate conditions and required activities for hazards and require protective clothing whenever hazards may be present.</p> <p><b><u>Division Chiefs.</u></b> Budget for and acquire personal protective clothing for issue to division personnel who may be exposed to hazards.</p>  |
| <hr/>                            |  |
| <b>c. Hearing protection</b>     | Hearing protection is required in noisy areas in Bldg. 3 and the basement of Bldg. 1. See ISC Hearing Conservation Program, page 5-B-4 of this manual.   |
| <hr/>                            |  |
| <b>d. Respiratory protection</b> | Respiratory protection is required whenever engineering controls such as exhaust ventilation are not practical or available. See ISC Respiratory Protection Program, page 5-B-2 of this manual.  |
| <hr/>                            |  |
| <b>e. Eye protection</b>         | <p>Appropriate eye protection is required as follows:</p> <ul style="list-style-type: none"><li>• Safety goggles with full-face shields shall be worn when operating fixed or portable power industrial tools such as grinders.</li><li>• Safety goggles or approved safety glasses with side shields shall be worn when chipping, grinding, or sanding either painted or unpainted surfaces.</li><li>• Tinted safety goggles with face shield shall be worn when using a cutting torch or arc welder (and other personnel shall be shielded with a noncombustible shield painted a non-reflective color when possible).</li></ul> |
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*Continued on next page*

# ISC Seattle SOP, Chapter 5-Site Management Regulations/Policies

## B. Health and Safety

### 5. Protective Clothing, Continued

- e. Eye protection (cont'd)**
- Personal glasses with safety lenses and side shields may serve as safety glasses. Otherwise, eye protection equipment must fit over personal glasses
  - Eye wash stations must be available in the work area.
- f. Foot protection**
- When engaged in work with heavy gear, loading or other situations presenting foot hazards, safety shoes with built-in protective steel toe box capable of withstanding an impact of at least 75 pounds are required.
    - "CORFAM" shoes are not permitted in hot work areas.
- g. Clothing.**
- Clothing shall be appropriate to the work to be performed. No loose clothing ties, unbuttoned sleeves, rings, neckchains, or bracelets shall be worn around power and/or rotating machinery. .
- h. Skin protection**
- Gloves shall be worn when using chemicals or other skin irritants.
- i. Functions requiring protective clothing**
- This table shows functions that normally require protective clothing.

Function/Workplace/Job	Equipment				
	Eye	Hearing	Foot	Skin	Respiration
Acid work	Mandatory		As required	Mandatory	Mandatory
Batteries	As required		As required	As required	As required
Chemical work	Mandatory		As required	Mandatory	Mandatory
Engine room	As required	Mandatory	As required	As required	
Fiberglass work	Mandatory			Mandatory	Mandatory
Lawn mowing	Mandatory	As required	Mandatory		
Materials handling			Mandatory	As required	
Painting	As required			As required	As required
Spray painting	Mandatory			As required	Mandatory
Sand blasting	Mandatory	Mandatory	As required	As required	Mandatory
Solvent work	Mandatory				
Weed trimming	Mandatory	Mandatory	Mandatory		
Welding	Mandatory		Mandatory	Mandatory	As required
Woodworking	Mandatory	As required			As required

## 6. Hazard Communication for the Workplace

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<b>a. Introduction</b>	This section outlines ISC Seattle's Hazard Communication Program
<b>b. References</b>	<p>The following references require each unit to establish a written hazard communication program.</p> <p>(a) 29 CFR 1910.1200 (b) Hazard Communication for Workplace Materials, COMDTINST M6260.21 (Series)</p>
<b>c. General</b>	Functional responsibility for the ISC Hazard Communication Program is delegated to the Unit Hazardous Materials Coordinator. Program guidelines are available for review by unit personnel, their designated representatives, and upon request by the Occupational Safety and Health Administration and National Institute for Occupational Safety and Health. These guidelines are located at the Personnel Office and at the Hazardous Material Coordinator's Office.
<b>d. Chemical inventory</b>	Attached to the program guidelines is a list of all known hazardous materials to which the personnel of this unit may be exposed in the performance of their work activities. More detailed information on each listed hazardous material can be obtained by reviewing its Material Safety Data Sheet (MSDS).
<b>e. Container labeling</b>	<p>All containers received for use must be checked for appropriate labels or bags providing the following information:</p> <ul style="list-style-type: none"><li>• Name of the material as given on the MSDS</li><li>• Warning of principle hazard(s), (e.g., health, fire, reactivity, etc.)</li><li>• Effects of overexposure on target body organs (e.g., eyes, skin, liver, kidney, etc.)</li><li>• Name, address or location of the manufacturer, supplier or a responsible party who can provide additional information</li><li>• The Hazardous Materials Coordinator is responsible for certifying the containers are properly labeled or tagged.</li></ul>

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*Continued on next page*



## 6. Hazard Communication for the Workplace, Continued

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**f. Material  
Safety Data  
Sheets (MSDS)**

Copies of Material Safety Data Sheets for all hazardous materials to which personnel may be exposed will be maintained at the Hazardous Materials Coordinator's Office. Contact the Hazardous Materials Coordinator if a Material Safety Data Sheet (MSDS) is not available for any hazardous material appearing on the inventory list or when an item which appears potentially hazardous is received for use at the ISC. An MSDS station, with all MSDS sheets for products used, will be maintained in all work areas/shops.

---

**g. employee  
Training**

Each employee will receive information and training on the elements of the hazard communication program. The information and training will cover:

- An overview of the elements of the Coast Guard Hazard Communication Program;
- Location and availability of the written hazard communication program, inventory list(s), and Material Safety Data Sheets;
- Contents of Material Safety Data Sheet with emphasis on:
  - work operations where materials are used
  - hazards presented
  - safe work practices required
  - protective measures to be taken
  - emergency first aid procedures to be followed
- How to interpret labels

Additional information about hazard communication training and information can be obtained from the Hazardous Materials Coordinator. Training given is documented in the unit training record and in personnel records.

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**h. Non-routine  
tasks**

The performance of non-routine tasks is included in the scope of the hazard communication program. The potential for exposure to hazardous materials must be anticipated prior to beginning work on such projects. The unit official who has supervisory authority for the non-routine task is responsible for ensuring employees receive appropriate hazard information.

---

**i. On-site con-  
tractors**

The Hazardous Materials Coordinator will provide MSDS information to contractors whose employees perform work activities within unit facilities if the Coast Guard provides hazardous materials. Information provided by the unit will be sufficient to enable the contractor to satisfy their hazard communication responsibilities.

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*Continued on next page*

**ISC Seattle SOP, Chapter 5-Site Management Regulations/Policies**  
**B. Health and Safety**

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## **6. Hazard Communication for the Workplace, Continued**

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**j. Hazardous Materials Coordinator responsibilities**

The Hazardous Materials Coordinator will:

- Review all procurement requests for potentially hazardous items routed from Comptroller.
  - Develop lists of non-hazardous substitutes for materials in routine use at ISC.
  - Maintain hazardous materials program and inventory list.
  - Maintain master set of MSDS for ISC.
- 

**k. Comptroller responsibilities**

The Comptroller will:

- Route all procurement requests for potentially hazardous items through the Hazardous Materials Coordinator.
  - Limit the quantity of hazardous materials ordered to that amount absolutely necessary.
  - Ensure that any required MSDS are ordered with the materials.
- 

**l. Safety Supervisor responsibilities**

The Safety Supervisor will

- Ensure all ISC personnel receive initial hazard communication training when reporting aboard.
  - Provide refresher hazard communication training annually.
  - Review ISC Hazard Communication Program often to incorporate latest changes.
- 

**m. Division Officers/Supervisors responsibilities**

Division Chiefs/Supervisors will

- Ensure all division personnel receive hazard communication training.
  - Maintain local MSDS stations with MSDS sheets for all hazardous materials used in the division.
  - Screen purchase requests for potentially hazardous items, finds non-hazardous substitutes if possible, and limit the quantities ordered to that amount absolutely necessary.
  - Ensure that all hazardous material is used properly, required precautions taken, and required disposition procedures followed.
-

## 7. In-Water Vessel Maintenance and Repair SOP

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**a. Goals**

The goals of these Standard Operating Procedures are to insure that there be no discharges to navigate (surface) waters of the state from a point source, except as authorized by an individual permit.

---

**b. Best Management Practices**

- Repairs, modifications, surface preparation or coating of a vessel's hull greater than 25% of the surface area above the waterline, excluding decks and superstructure, within a given calendar year while the vessel is afloat is prohibited.
  - When stripping, sanding, scraping, grinding, sandblasting, painting, coating and/or varnishing any portion of a vessel in-water, all particles, oils, grits, dusts, flakes, chips, drips, sediments, debris and other solids shall be collected and managed to prevent their release into the environment and entry into waters of the state.
  - Drop cloths, tarpaulins, drapes, shrouding or other protective devices shall be used to collect all such materials. Vacuum filtration must be used on all equipment when removing paint.
  - Paint and solvent use: Paints and solvents shall be used in such a manner as to prevent their release into the environment and entry into waters of the state. Drip pans, drop cloths, tarpaulins or other protective devices shall be used during surface preparation, paint and solvent transfer, paint mixing, and application unless completely enclosed in a building.
  - When painting over water, paint shall be kept in a one-gallon can or less. Paint cans shall be placed in a drip pan on top of a drop cloth or tarpaulin. Paints and solvents shall not be mixed over water.
  - Only persons with current Washington State Department of Agriculture pesticide applicator's license may purchase handle and apply tributyltin anti-fouling paint.
  - Oils and Bilge Water Management: Hydraulic fluids, oily wastes and petroleum products shall not be discharged to waters of the state. Bilge water discharges shall not be discharged to waters of the state if solvents, detergents, emulsifying agents or dispersants have been added.
  - Drip pans or other containment devices shall be used during all petroleum product transfer operations to catch incident leaks and spills. Absorbent pads and/or booms shall be available during over water petroleum transfer operations. Containment booms must be placed around each vessel and barge during refueling.
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*Continued on next page*

## 7. In-Water Vessel Maintenance and Repair SOP, Continued

## ISC Seattle SOP, Chapter 5-Site Management Regulations/Policies

### B. Health and Safety

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#### b. Best Management Practices, Cont'd

- Chemical Management: Solid chemical products, chemical solutions, paints, oils, solvents, acids, caustic solutions and waste materials, including used batteries, shall be protected from inclement weather and stored in a manner which prevents their release into the environment and entry into waters of the state.
  - All chemical liquids and fluids shall be stored on durable, impervious, bermed surfaces, capable of containing 10% of the total tank and container volume or 110% of the largest tank or container volume, whichever is greater.
  - Sewage and Gray Water Discharges: The discharge of sewage (including discharges from the vessel's galley) into waters of the state is prohibited. Sanitary waste discharges shall be to either the sanitary sewer or into a holding tank.
-

**ISC Seattle SOP, Chapter 5-Site Management Regulations/Policies**  
**B. Health and Safety**

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## **8. Smoking Prohibitions & Areas**

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- |                            |   |
|----------------------------|---|
| <b>a. Introduction</b>     | This section outlines ISC Seattle's designated smoking areas.   |
| <hr/>                      |   |
| <b>b. References</b>       | The following references require each unit to establish a written hazard communication program.<br>(a) Coast Guard Health Promotion Manual, COMDTINST 6200.1  |
| <hr/>                      |   |
| <b>c. Prohibitions</b>     | Smoking is prohibited on board ISC Seattle except for those areas with installed signs stating "Designated Smoking Area."   |
| <hr/>                      |   |
| <b>d. Designated Areas</b> | The following locations are designated smoking areas.<br><br><ol style="list-style-type: none"><li>1. North side of the Museum/Bear Room, east of elevator.</li><li>2. South side of Building One, Smoking Shelter.</li><li>3. East side of Building Two, CGES staff parking area.</li><li>4. North side of Building Three, near NESU entrance.</li><li>5. North side of Building Seven, Smoking Shelter.</li><li>6. West side of BEQ, Smoking Shelter.</li></ol> |
| <hr/>                      |   |
| <b>e. Violations</b>       | All persons--including contractors and visitors--are required to comply with this order. Violations of this ISC order are punishable under the UCMJ and/or may result in revocation of certain on-base privileges.  |
| <hr/>                      |   |

**ISC Seattle SOP, Chapter 5-Site Management Regulations/Policies**  
**C. Access and Control**

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## **C. Access and Control**

### **1. Section Overview**

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**a. Introduction**     This section outlines ISC Seattle security program.

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**b. In this section**

<b>Topic</b>	<b>See Page</b>
ISC Security – General	5-C-2
Prohibited Articles	5-C-3
Authority to Conduct Searches and Seizures	5-C-5
Visitors and Personal Identification	5-C-6
Commercial Solicitation Controls	5-C-10
Vehicle Operations	5-C-11
Private Motor Vehicle and Carpool Parking	5-C-20
Enforcement of Motor Vehicle Regulations	5-C-24
Keys and Locks	5-C-26
Private Pets and Animals	5-C-27

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## **2. ISC Security – General**

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### **a. General**

The ISC provides limited physical security for ISC buildings and grounds. Each tenant must provide security for tenant spaces. Group Seattle provides security for boat moorings and all waterside security of piers and vessels berthed at piers 36 and 37.

Detailed security information can be found in Chapter 6 of this manual.

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**ISC Seattle SOP, Chapter 5-Site Management Regulations/Policies**  
**C. Access and Control**

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### **3. Prohibited Articles**

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- |   |   |
|---|---|
| <b>a. General</b>                                 | This specifies items that are restricted in their storage, use, or possession on board the ISC. Any deviation from these restrictions must be approved in advance in writing by the Commanding Officer.   |
| <hr/>   |   |
| <b>b. Alcoholic beverages</b>                     | <p>No stowage, use, transportation, or possession of alcoholic beverages except as follows:</p> <ul style="list-style-type: none"><li>• After purchase at Exchange until transported off base at the end of the same day.</li><li>• In MWR locations during a sponsored function approved in writing by the XO via the Alcoholic Beverages Request Form available in Section F of Enclosure 1, Customer Handbook.</li></ul> |
| <hr/>   |   |
| <b>c. Illegal drugs and controlled substances</b> | Use or possession of illegal drugs and controlled substances is prohibited.   |
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*Continued on next page*



**ISC Seattle SOP, Chapter 5-Site Management Regulations/Policies**  
**C. Access and Control**

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**3. Prohibited Articles, Continued**

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**d. Firearms**

No stowage, use, transportation, or possession of firearms of any type, or any live ammunition, unfired casings, or blank cartridges except as follows:

- Coast Guard Law Enforcement Personnel and contract Security Guards engaged in law enforcement activities and authorized by their command to carry weapons.
- Federal, state, or local law enforcement personnel in the performance of their duties.
- Concealed service-issue weapons carried by federal, state, and local law enforcement officers. Most federal, state, and local law enforcement agencies require off-duty officers to carry a service-issued weapon. a vehicle search that involves a vehicle occupied by one or more federal, state, or local law enforcement officers, an initial question regarding the presence of any weapons will help keep everyone from being surprised. All off-duty officers must present their badge and department issued photo ID before entering the unit with a service-issued weapon.
- Coast Guard Reserve members who are also law enforcement officers, with another federal, state, or local agency, will normally be allowed to transport their service-issued weapon onto the installation after showing their badge and department-issued law enforcement photo identification.
- All other privately owned fire arms may only be brought on base by Coast Guard members if their weapons are disassembled and locked in appropriate carrying cases. All such weapons are to be locked up in the PACAREA or unit armory immediately upon arrival at the Pier 36 complex. Members shall notify the main gate security guard if they have weapons in their possession.
- PACAREA Armory Personnel in the performance of their duties.
- Coast Guard Personnel participating in training and exercises at the firing range located in Building 7.

**Other weapons.** No stowage, use, transportation, or possession of any other item which may be construed as a lethal weapon except as approved in writing by the ISC Commanding Officer

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**ISC Seattle SOP, Chapter 5-Site Management Regulations/Policies**  
**C. Access and Control**

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## **4. Authority to Conduct Searches and Seizures**

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**a. General** Per the Military Justice Manual, COMDTINST M5810.1 (Series), the ISC Commanding Officer has authority to authorize searches and seizures at the ISC site, although each tenant Commanding Officer has similar authority for tenant personnel and tenant spaces without the specific authorization of the ISC Commanding Officer. That authority may not be delegated. This section outlines procedures for obtaining authorization for and conducting searches and seizures.

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**b. Authority required** No ISC personnel may conduct any search or seizure in connection with any actual or suspected crime in any area where a member has reasonable expectation of privacy without the prior, specific search authorization of the Commanding Officer.

---

**c. Procedure** Follow this procedure to obtain authorization to conduct a search.

<b>Step</b>	<b>Action</b>
1	Notify Division Chief or Command Duty Officer and Executive Officer. Persons investigating a report of crime with probable cause to warrant a search or seizure shall notify the responsible Division Officer or the Command Duty Officer, as well as the Executive Officer.
2	Report to Commanding Officer. The responsible Division Chief or Duty Officer shall request authority to search or seize after reporting the following to the Commanding Officer. <ul style="list-style-type: none"><li>• Persons and/or places to be searched.</li><li>• Evidence sought.</li><li>• Basis for probable cause that a crime was committed and what evidence is expected to be found.</li></ul>
3	Obtain authorization. The Division Chief or Command Duty Officer shall record in writing the basis for the request as well as the date and time of the authorization.

The responsible Division Officer or the Command Duty Officer shall record in writing the results of the search and/or receipt of seized material.

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**ISC Seattle SOP, Chapter 5-Site Management Regulations/Policies**  
**C. Access and Control**

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## **5. Visitors and Personal Identification**

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**a. General**                      The following applies to persons authorized access to the ISC and the tenant commands, and the forms of ID that will be accepted for entrance. Any changes to the acceptable forms of ID shall be incorporated with ISC Physical Security Plan, ISCINST M5330.1(series)

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**b. Acceptable ID**                      The following identification cards shall be honored for admittance to ISC Seattle, when presented at the time admittance is desired. If the ID card is valid when presented by the person to whom it was issued, that person will be allowed onboard ISC Seattle. If the ID Card has expired, been tampered with, or the person presenting it is not the pictured person, they will be denied entry, and the card confiscated. Confiscated cards will be turned in to the Port Services Branch Chief who will then transfer the cards to the Customer Service Branch for proper disposition. The following forms of ID are acceptable:

- DOD Common Access Cards issued to all Active Duty & Reserve.
  - DD FORM 2 – Green in color, which is issued to all active duty and reserve (SELRES and IRR) military personnel, USPHS personnel, and commissioned officers of NOAA.
  - DD FORM 2 - Blue in color, which is issued to all retired active duty personnel.
  - DD FORM 2 - Red in color, which is for all retired reserve personnel awaiting retired pay (RET-2 status).
  - DD FORM 1173 - Which is issued to all dependents of all active duty personnel, commissioned officers of NOAA, retirees and disabled veterans.
  - NAVEXOS FORM 5512/7 - Blue in color, issued to civilian personnel employed on board a naval station.
  - NAVEXOS FORM 5512/7 - White in Color, issued to non-civilian personnel on board a naval station.
  - Federal Protective Service in uniform or showing badge.
  - DD-2574 Armed Forces Exchange Services Identification and Privilege Card (yellow in color).
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**c. Law enforcement agencies**                      All law enforcement agencies including Federal, State, and local during working hours will be referred to the Port Services Office. During non-working hours, refer them to the CDO.

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*Continued on next page*

**ISC Seattle SOP, Chapter 5-Site Management Regulations/Policies**  
**C. Access and Control**

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**5. Visitors and Personal Identification, Continued**

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**d. Visitors  
aboard afloat  
units**

Pre-approve/coordinate the arrival of tourists with ISC Port Services Branch. Normal visiting hours are 1600-2200 on weekdays and 0800-2200 on holidays and weekends. No visitors are authorized after 2200 unless approved by the respective cutter's OOD. All visitors are to be escorted by a pre-arranged cutter representative.

- Family and/or friends shall be directed to the quarterdeck. The OOD or JOOD will validate that they are to be allowed onboard.
  - Cutters can arrange special visiting hours called "open house." Notification of times and dates will be given by the unit and coordinated with ISC Port Services Branch.
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**e. Categories of  
visitors**

Visitors to the ISC will normally be in one of the categories set forth below. The privilege of visiting is at all times subject to proper conduct on the part of the visitor. Requirements for admittance of each of the following categories are set forth in this paragraph.

- Sector Seattle's "Vessel Traffic Service" allows visitors by appointment only, and then, only when staffing and force protection levels permit. Visits are normally arranged from 0800-1600 during the weekday. Tours should be arranged in advance by contacting the Vessel Traffic Center.
  - Sector Seattle has tourist visits by appointment only. Arrangements are made through Sector Seattle. Notify duty officer, Communication Center, Bldg 1, for someone to meet visitors at the main gate.
  - Members of the public, having business with the Sector's "Marine Safety Office" divisions shall be directed to the main gate where they will be escorted on base.
  - U.S. military personnel and commissioned officers of National Oceanic and Atmospheric Administration (NOAA) shall have valid identification upon their person when applying for admission.
  - Foreign military personnel shall have valid identification issued by the Department of Defense of the United States.
  - Civilian dependents of military personnel and commissioned officers of NOAA shall have valid identification.
  - Civilian dependents of military personnel and commissioned officers of NOAA not having valid identification will sign in and be sponsored.
  - Civilian guests, without military affiliation, will be sponsored by a military member.
  - Civilian contractors working aboard the ISC on public works contracts will check in at the Main Gate for escort arrangement with the responsible division/command.
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**ISC Seattle SOP, Chapter 5-Site Management Regulations/Policies**  
**C. Access and Control**

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**5. Visitors and Personal Identification, Continued**

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**e. Categories of visitors (cont'd)**

- Civilian business persons such as vendors, salesmen, truck delivery personnel, and suppliers of parts and equipment, will check in at the Main Gate for escort arrangement with the division/command.
- For contractors working with tenant commands, the command shall provide ISC Port Services Branch with information on the start and ending date of the contract along with a list of contractor personnel needing routine access.
- Civilian technical representatives of manufacturers will check in at the Main Gate for escort arrangement with the division chief.
- Taxicab drivers and pizza deliveries will check in at the Main Gate so that the gate guard can verify pickup/delivery and direct the driver to the appropriate pickup/delivery point.
- Museum visitors: At this time, all visitors interested in going to the museum who do not have a military ID card that can be swiped at the pedestrian gate must go to the Front Gate. Visitors will not be allowed to come aboard the base unless security has been notified in advance by a military sponsor (i.e. Public Affairs Officer, museum staff, etc.) that those people will be visiting.

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**ISC Seattle SOP, Chapter 5-Site Management Regulations/Policies**  
**C. Access and Control**

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**5. Visitors and Personal Identification, Continued**

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**f. Pedestrian  
Access Gate**

- Pedestrian access to the Pier 36 complex is available via an automated pass gate located on the North side of Building 1, adjacent to Atlantic Avenue. The use of this gate is for Coast Guard Active Duty, Reserve and Civilian employees assigned to ISC Seattle, the other tenant commands located at Pier 36, and Coast Guard units located in the Jackson Federal Building. Pedestrians can gain access by using a pre-programmed access card. For Active Duty and Reserve personnel, the access card consists of their armed forces Identification Card. For civilian employees, a separate access card may be issued and programmed to allow use of this pedestrian gate.
  - During normal work hours (0600 – 1600), cardholders can gain access through the pedestrian gate by swiping their access card through the card reader adjacent to the gate. After working hours (1600-0600), access cardholders must enter a personal identification number (PIN) in addition to swiping their card. Use of the pedestrian access gate may be suspended during heightened Force Protection Conditions (FPCON) in accordance with the ISC Seattle Physical Security Plan.
  - Only access card holders may enter the ISC using the pedestrian gate. ISC Seattle has a “One-Swipe-One-Entry” policy at the pedestrian gate. Cardholders may not use their card to admit a guest or visitor (they must enter via the main gate), or even another holder of an approved access card. **All personnel** may exit the ISC via the pedestrian gate without a programmed access card, including visitors and guests. All personnel exiting the pedestrian access gate must ensure the gate closes securely behind them.
  - Access cards and electronic programming may be obtained at the ISC Customer Service Desk in Room 320, Building 1 for personnel assigned to Pier 36 units and Coast Guard units located in the Jackson Federal Building (JFB). Exceptions to this policy may be requested in writing by Coast Guard personnel via their supervisor. All requests should be submitted to the ISC Executive Officer. Approval will be limited only to those non-Pier 36 and JFB employees demonstrating a bona fide need to access ISC Seattle via the pedestrian gate on a regular and recurring basis for the purposes of conducting official business. Requests based on convenience, wellness, or access for routine non-official services (exchange, medical, event parking, galley, etc.) will be denied. Proper security of the Pier 36 complex requires that the number of cards programmed for unmonitored access be kept to a **minimum**.
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**ISC Seattle SOP, Chapter 5-Site Management Regulations/Policies**  
**C. Access and Control**

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**6. Commercial Solicitation Controls**

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<b>a. General</b>	Business interaction with the public necessitates promulgating policy and procedures regarding the solicitation of Coast Guard members by commercial activities for the transaction of personal business at Coast Guard units. In accordance with COMDTINST M1740.2 (Series), no business may be conducted by any commercial or private entity onboard the ISC without the express written approval of the Commanding Officer.
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<b>b. Responsibilities</b>	<p>Division Officers shall ensure compliance by both military personnel and commercial activities.</p> <p>All military personnel shall report any incidents of solicitation by commercial activities to the Executive Officer immediately.</p>
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**ISC Seattle SOP, Chapter 5-Site Management Regulations/Policies**  
**C. Access and Control**

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## **7. Vehicle Operations**

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<b>a. General</b>	Driving on the Pier 36 complex is a privilege, which may be suspended at any time by the ISC Commanding Officer or his designated representative including the contract security guards. All private vehicles driven on board must exhibit a proper and legible Coast Guard or Department of Defense decal or an Integrated Support Command visitor's pass, as well as comply with requirements of reference (a) concerning liability insurance. Traffic mishaps are one the Coast Guard's leading causes of injury, loss of life, and property damage. All drivers will comply with local traffic laws, rules, and regulations covered in this section in order to reduce traffic mishaps
<b>b. Reference</b>	(a) Physical Security Manual, COMDTINST M5531.1 (Series) (b) Safety and Environmental Health Manual, COMDTINST M5100.47 (c) Coast Guard Personnel Manual M1000.6A Chpt 4
<b>c. Division Responsibilities</b>	All division and branch chief will ensure compliance by all Active Duty, Reserve, Civilian, and Auxiliary Coast Guard members who are motor vehicle (auto, truck, motorcycle/moped, and ATV) operators or passengers, bicyclists, or pedestrians onboard or assigned to ISC Seattle.
<b>d. Vehicle regulations</b>	<p>Vehicles must be in safe operating condition and not be a pollution hazard. A vehicle is unsafe when a condition exists which could contribute to accident or injury.</p> <p>Vehicles must meet state requirements for use on public roads. Operation of dirt bikes, racing carts, go carts, mini bikes, or any engine propelled vehicle (except industrial vehicles) not meeting state licensing requirements for use on public roads is prohibited.</p> <p>Drivers must comply with all posted traffic signs as well as these regulations.</p>
<b>e. Stop signs</b>	Driver must make a complete stop at all "STOP" signs.



**ISC Seattle SOP, Chapter 5-Site Management Regulations/Policies**  
**C. Access and Control**

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**7. Vehicle Operations, Continued**

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<b>f. No stopping areas</b>	<p>No stopping or parking in the following places, except to avoid traffic congestion or in compliance with a traffic order or device. When an inoperable vehicle must be parked temporarily in or near an unauthorized area, the driver or owner must notify ISC security or the Command Duty Officer promptly.</p> <ol style="list-style-type: none"><li>(1) Within 20 feet of an intersection, blind corner, refuse loading area, or fire hydrant.</li><li>(2) Where marked by signs, yellow or red painted curbing, cones, or other barricades.</li><li>(3) On roads and piers unless marked as a parking area, or authorized by ISC Security Officer.</li><li>(4) Blocking fire lanes, fire alarm boxes, fire-fighting equipment, fire hydrants, or emergency exits from building.</li></ol>
<b>g. Littering</b>	<p>No person may throw litter, waste, cigarettes, or any material from a vehicle or otherwise.</p>
<b>h. Protective Clothing</b>	<p>All operators and passengers on motorcycles or similar equipment must wear a DOT or SNELL approved helmet, eye protection, above the ankle hard sole shoes, full-finger gloves, long pants, and long-sleeve shirt at all times. Bicyclists must also wear helmets when riding a bicycle aboard the complex (Three wheeled peddle bikes exempt).</p>
<b>i. Motorcycle Training</b>	<p>All motorcyclists must take a Motorcycle Safety Course once in their career in order to operate motorcycles on board Coast Guard installations. ISC personnel can call 1-800-446-9227 to locate a <u>Motorcycle Safety Foundation Course</u> or contact MLCPAC (kse) or the Safety and Environmental Health office at ISC Seattle for additional information or motorcycle safety training.</p>

**ISC Seattle SOP, Chapter 5-Site Management Regulations/Policies**  
**C. Access and Control**

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## **7. Vehicle Operations, Continued**

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<b>j. Right of Way</b>	Right of Way is a term used to ascertain the lawfulness of a vehicle's location rights in relation to others. Right of way is never taken, it is yielded. (1) Vehicles approaching intersections yield to vehicles in the intersection. (2) Vehicles intending to make left turns yield to vehicles approaching from the opposite direction. (3) Vehicles yield to pedestrians at all times. (4) Vehicles yield to emergency vehicles showing flashing red lights and/or audible signals.
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<b>k. Speed limit</b>	The maximum speed at the Pier 36 complex is ten miles per hour unless a slower speed is posted. Drivers must slow further when approaching pedestrians, bicyclists, intersection, work crews, loading or unloading operation, or when special hazards or weather conditions make it unsafe to drive the posted speed.
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<b>l. Bicycles</b>	Bicyclists must obey traffic signals, signs, and devices like other vehicles. Bicycles must be equipped with lights and reflectors as required by Washington State law. Bicycles should be parked so pedestrians are not blocked. When dismounted, bicyclists are considered pedestrians.
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<b>m. Walking</b>	Pedestrians should walk on the left side of the road facing traffic and not block vehicles.
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**ISC Seattle SOP, Chapter 5-Site Management Regulations/Policies**  
**C. Access and Control**

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**7. Vehicle Operations, Continued**

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**n. Skateboards, Roller Skates, and In-Line Skates**

The use of skateboards, roller skates, scooters, and in-line skates as an on-base activity (on roadways and inside buildings) at the Pier 36 complex is prohibited. All skateboards must be hand carried while on base. However, personnel assigned to Pier 36 may use their in-line skates, scooters, and roller skates to travel on and off base for the limited purpose of commuting or off-base wellness activity. Such use shall be directly between the front gate and either their work space or the Gymnasium. While using in-line skates, scooters, and roller skates on base for this limited (ingress/egress) purpose, all users must wear the protective equipment recommended by the Consumer Product Safety Commission, including as a minimum:

- Helmet
- Elbow pads
- Knee pads
- Wrist guards
- Gloves

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**ISC Seattle SOP, Chapter 5-Site Management Regulations/Policies**  
**C. Access and Control**

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## **7. Vehicle Operations, Continued**

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**o. Collisions or Accidents**      The following actions must be taken in the event of a collision or accident.

<b>Step</b>	<b>Action</b>
<b>1</b>	The driver of a vehicle involved in a collision on ISC property must stop immediately at a safe location, administer necessary first aid, and immediately report circumstances to the security office or Command Duty Officer.
<b>2</b>	Each person involved in a collision must give name, address or unit, license number, insurance information, show driver's permit, and return to and/or remain at the scene until released by security or the Command Duty Officer.
<b>3</b>	Owners or operators must remove damaged vehicles and clean up glass, debris, or other materials left from a collision.

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**p. Traffic control**      All drivers must comply with orders and directions given by the security guard or other traffic control officials.

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**q. Reckless or intoxicated driving**      Driving under the influence of intoxicants is prohibited and will result in the immediate loss of on-board driving privileges for 1 year. Any open container of an alcoholic beverage in a vehicle on ISC property is prohibited and will also result in loss of driving privileges for 1 year. Reckless driving will result in the immediate loss of onboard driving privileges for 6 months. COMDTINST 5100.46 further addresses driving privileges on Coast Guard and DOD installations regarding DUI. Commands are required to notify ISC Seattle of any personnel involved in a DUI incident, per COMDTINST 5400.46.

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**ISC Seattle SOP, Chapter 5-Site Management Regulations/Policies**  
**C. Access and Control**

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## **7. Vehicle Operations, Continued**

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**r. Traffic  
Safety Train-  
ing**

The training officer for ISC Seattle with the assistance of the ISC Unit Safety Coordinator (or his appointee) shall schedule and present traffic safety instruction to all hands annually.

- Orientation with unit traffic policy.
- Local traffic laws.
- Seasonal road conditions.
- Coast Guard policy on motor vehicle, bicycle, and pedestrian safety (mentioned above).
- Driver improvement course for high-risk personnel as per reference (b).
- All Terrain Vehicle (ATV) training for personnel is required to operate ATV's for official business on or off Coast Guard facilities, and for members off duty operating on Coast Guard facilities.
- A Motorcycle Safety Course is not required but highly recommended for personnel who operate motorcycles ISC personnel can call 1-800-446-9227 to locate a Motorcycle Safety Foundation Course or contact MLCPAC (kse) or detached duty Safety an Environmental Health office at ISC Seattle for additional information or motorcycle safety training.

Upon arrival and check in with the Unit Safety Coordinator all new incoming personnel shall be briefed on the *ISC SOP* and the following specific information:

- Pedestrians have right of way at all times at intersections. Local citizens expect the vehicles to stop and will cross in front of moving vehicles at intersections.
- Semi truck traffic along Alaskan Way becomes heavily congested due to our close proximity to the Hanjin container yard adjacent the ISC. Trucks frequently stacking up in the center turn lane. This creates a severely restricted view when turning left from Marginal Way either the north or south gate.
- City traffic becomes heavily congested during the hours of 0500 to 0800 and 1500 to 1800. Alternate routes are advised for I-5 North and I-5 South. HWY 509, if south of Seattle, and HWY 99, if North of Seattle is suggested. HOV lanes are in effect on Washington State highways with two or more persons on board. Car pools and public transportation are highly encouraged.

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*Continued on next page*

**ISC Seattle SOP, Chapter 5-Site Management Regulations/Policies**  
**C. Access and Control**

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## **7. Vehicle Operations, Continued**

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**s. Traffic  
Safety Train-  
ing**

- The view of North and South bound traffic on Alaskan Way when departing from base is highly restricted due to the close proximity of Building One and Building Seven to the street. Extra care should be used when departing the Base.
- One-Way streets are prevalent in Seattle; extra care should be taken in the down town area. Particular caution should be taken at intersections: traffic signals (lights) are present on corners and hanging in the street center. Local weather conditions particular to this area include frequent light rain, which may obscure driving visibility and black ice (frozen patches of ice which appear black in color) on the roadways during winter months.
- Consideration for leave and/or liberty policies that may be affected by the time or distances traveled by commuters should be given by all Command/Units at ISC Seattle.
- It is the responsibility of each person taking liberty/leave to notify his or her supervisors of the distances traveled and make the appropriate time adjustments for that travel. It is strongly recommended that members not exceed 350 miles per day.  
[See Reference (c)].

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**t. Training Re-  
sources**

Other suggested sources of training include: ISC Safety and Environmental health office (ks), local police, highway patrol, MLCPAC(kse), or the Naval Motor Vehicle Safety Division:  
**([www.safetycenter.navy.mil/ashore/MotorVehicle/motor.htm](http://www.safetycenter.navy.mil/ashore/MotorVehicle/motor.htm))**

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**u. Traffic  
Safety Promo-  
tions**

ISC Seattle shall participate in awareness and promotional campaigns (e.g., Buckle Up America, National Drunk and Drugged Driving Awareness Campaign).

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*Continued on next page*

**ISC Seattle SOP, Chapter 5-Site Management Regulations/Policies**  
**C. Access and Control**

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## **7. Vehicle Operations, Continued**

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**v. Utility Carts  
(Cushman)**

The following policies, rules and regulations are provided in regards to the specific operation of Electric powered utility carts, commonly known as Cushman's.

### **Supervisor Responsibilities**

- Assuring that all powered electric utility cart users follow all policies and procedures relating to the use of this equipment.
- Any accident must be immediately reported to their supervisor. At that time a visual inspection of the vehicle should be conducted.
- Providing powered electric utility cart operators with training, including hands-on operating procedures. Supervisors must insure that all new employees are properly trained on each electric cart they operate.
- Allow only civilian employees and military persons authorized by ISC Seattle and tenant commands to operate these vehicles.
- Maintain all required documentation including training documentation and pre-operational checklists.
- In the event of a mishap during operation the supervisor will generate a mishap report.

### **Safety Requirements/Operator Responsibilities**

- Powered electric utility cart users must have authorization and training before using any powered electric cart.
- Pre-operational checks and routine maintenance must be performed before using vehicle.
- Powered electric utility cart operators are responsible for following all policies and procedures relating to cart use.
- Powered electrical utility cart operators are responsible for following all safe-driving standards when operating these vehicles.
- Powered electrical utility carts will not be driven if there is any concern about safety or any mechanical problems.
- Powered electrical utility cart operators will ensure carts are loaded within rated load capacity and properly secured.
- Powered electrical utility cart operators are responsible for reporting all incidents and unsafe conditions immediately to their supervisor.

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*(Continued on next page)*

**ISC Seattle SOP, Chapter 5-Site Management Regulations/Policies**  
**C. Access and Control**

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## **7. Vehicle Operations, Continued**

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**v. Utility Carts**  
**(Cushman)**  
**(Cont'd)**

**Safety Checks**

- Each powered electric utility cart shall be visually inspected before initial use and at least once per shift.
- Pre-operational safety checks and routine maintenance should be performed on all powered electric carts operated on base.
- Each department and tenant command operating a powered electric utility cart should maintain records of all inspections.

**Rules for Driving Powered Electric Utility Carts**

- Drive slowly and carefully whenever driving on base. Negotiate corners and blind spots carefully and never exceed the base speed limit of 10 MPH.
  - No one shall ride in the back of a powered electric utility cart. Only persons in designed seating are allowed on vehicle.
  - Keep legs and arms inside the vehicle at all times.
  - Powered electric utility carts should not be parked blocking the entrance to a building, obstructing foot traffic on a walk way, blocking gates or obstructing trash and recycle bins.
  - The powered electric utility carts shall not be driven off base. They are not considered "street legal".
  - Always take the powered electric utility cart keys with you when leaving the vehicle unattended. Parking brake should be engaged.
  - When returning the powered electric utility cart, the driver should make a visual inspection of the cart. Any damage should be reported to the supervisor immediately.
  - Powered electric utility carts are provided for employee/military personnel during regular work/duty hours. No employee or military person is authorized to use these vehicles outside the normal course of work.
  - After medical emergencies are addressed, accidents must be reported to supervisor and a visual inspection performed on the cart. The supervisor will determine if a mishap report is required.
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**ISC Seattle SOP, Chapter 5-Site Management Regulations/Policies**  
**C. Access and Control**

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## **8. Private Motor Vehicle and Carpool Parking**

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**a. General**

All parking spaces at the ISC site have been surveyed and equitably distributed among tenants. Vessels in port are granted control of the parking spaces along their assigned berth.

Any PCS member assigned to ISC Seattle, a tenant Command, or D13 shall report to ISC (csb) within 14 days to register all privately owned vehicle(s) (POV) expected to be driven onboard ISC Seattle. If, after the 14 day period, the registration has not been obtained, entry to ISC property will be denied. If CG registration is still current, appropriate information will be entered in computer database. If CG registration is expired or will soon expire, member will be issued a new POV decal upon presentation of :

- proof of adequate vehicle liability insurance;
- proof of valid current state registration;
- valid state driver's license, government identification card and state emissions test documentation, unless excepted below.

**b. Emissions Exception**

Exception:

- Vehicles operated for less than 60 days a year on a federal installation located within an emission contributing area are exempted from emissions testing. The member will sign a form certifying that they qualify for this exemption.

Members owning vehicle(s) licensed in a state other than Washington State that were manufactured more than 5 years prior to the date of application, must show proof that the vehicle has passed a Washington State air emissions test, prior to obtaining authorization to enter ISC Seattle property.

**c. POV Decal issuance**

ISC Seattle will issue POV decals only under the following criteria:

- Active duty, reserve, CG civilian employees, and their dependants, assigned to a Coast Guard unit located in Whatcom, Skagit, Island, Snohomish, King, Pierce, Thurston and Kitsap counties in Washington who certify in writing on the application form their need for frequent access to Pier 36.
- Civilian contractors of the Coast Guard and Coast Guard Auxiliary assigned to Pier 36. Contractors must have a letter from their CG sponsoring command stating their need for frequent access to Pier 36.
- Retired members of any branch of the Armed Forces whose official address (verified by DEERS, current LES or utility bill in their name) is located within the 8 county area listed above.

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## **8. Private Motor Vehicle and Carpool Parking, continued**

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### **c. Pier 36 Decal**

Personnel assigned to Pier 36 may also receive a “Pier 36” decal. This decal is used to facilitate vehicle access and to implement security measures during heightened Force Protection Conditions (FPCON) as required by the ISC Physical Security Plan. The ISC Customer Service Desk will only issue Pier 36 decals to Active Duty, Reserve, and Civilian employees who are assigned to Pier 36. Exceptions to this policy may be requested when a person has a bona fide need to access ISC Seattle on a regular and recurring basis for the purposes of conducting official business. Requests based on convenience or to access routine non-official services (exchange, medical, event parking, galley, etc.) will be denied. Any person not assigned to Pier 36 who desires to receive a Pier 36 decal must submit their request to the ISC Executive Officer in writing via their supervisor. Proper security of the ISC and all tenant commands require that the number of Pier 36 decals be kept to a minimum. Carpool vehicle operators should obtain passes in accordance with chapter 5-C.8.h.

**ISC Seattle SOP, Chapter 5-Site Management Regulations/Policies**  
**C. Access and Control**

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**8. Private Motor Vehicle and Carpool Parking, Continued**

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**b. Short term parking**

The following regulations apply to short term parking.

**ASSIGNED SPACES.** Parking spaces marked with a specific individual title (i.e. CO, XO, Group Watchstander) are reserved, and shall be used only by assigned occupants 24 hours a day. All others are reserved during regular business hours, Monday through Friday only.

**DAMAGES.** The Coast Guard has no obligation to provide parking space for private vehicles. The Chief Counsel of the Coast Guard has ruled that damage, such as vandalism and theft, suffered by motor vehicles while parked in designated and assigned space, is not compensable under the Military Personnel and Civilian Employees Claims Regulations (33 CFR 25, Subpart G).

**RV PARKING.** Recreation vehicles such as boats, trailers, campers, or wrecked or disabled vehicles are not routinely authorized parking. Short term arrangements may be made with ISC Security Petty Officer subject to approval by the member's Commanding Officer.

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**c. Long-term parking**

The following regulations apply to long term parking.

**DEFINITION.** Long-term parking is defined as parking over 5 days in duration.

**Due to the many renovation projects at ISC Seattle, LONG TERM PARKING IS NOT AUTHORIZED for any commands or deployed cutter.**

There may be alternate locations that allow long term parking. Contact Port Services Branch for information regarding these locations and procedures.

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**d. Ticketing**

An unattended vehicle in violation of parking regulation, but not otherwise requiring immediate attention, will be ticketed (Armed Forces Traffic Ticket, DD Form 1408, placed under the windshield wiper). The owner is allowed 3 days to move the vehicle before the vehicle is declared abandoned and towed away at the owner's risk and expense.

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**e. Hazardous or blocking condition**

Whenever a vehicle is found parked in a hazardous or disruptive location, an attempt is made to get the owner to move the vehicle. If the attempt is unsuccessful or the request is ignored, the vehicle may be towed away without further notice, at owner's risk and expense.

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**ISC Seattle SOP, Chapter 5-Site Management Regulations/Policies**  
**C. Access and Control**

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**8. Private Motor Vehicle and Carpool Parking, Continued**

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**f. Carpool parking**

Carpools are highly encouraged at the ISC to conserve fuel and reduce some of the high demand for parking aboard the ISC.

All carpool parking spaces are marked. Only vehicles with a valid carpool pass issued by ISC Port Services or the front gate may park in these spaces between 0600 and 0900.

After 0900, unoccupied carpool spaces may be used as open parking.

Carpool parking spaces are not authorized for overnight parking.

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**g. Carpool pass requirements**

To be eligible for a carpool pass, the following requirements must be met:

- (a) Each vehicle must have a current/valid ISC Seattle issued/recorded CG decal.
  - (b) A minimum of two (2) people must be in the vehicle when reporting aboard the ISC.
  - (c) One or more of the people in the vehicle must work at the ISC or associated tenant command.
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**h. Procedure to obtain a carpool pass**

Upon arriving at the main gate, the operator of the vehicle meeting carpool requirement may request a carpool parking pass from the gate. Carpool passes for up to 30 days will be issued by Port Services.

- The guard shall log the vehicle license number, verify that the carpool requirements are met and issue the carpool pass.
  - The operator shall return the pass to the main gate security guard upon departing the ISC.
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**ISC Seattle SOP, Chapter 5-Site Management Regulations/Policies**  
**C. Access and Control**

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## **9. Enforcement of Motor Vehicle Regulations**

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**a. General**

Traffic and parking rules are enforced with a point/ticket system. Tickets shall be issued and points assessed against any person or persons owning or operating vehicles found in violation. These procedures apply to those vehicles operated or parked on ISC with valid Coast Guard or DOD decals or a visitor pass. Any vehicles found on the ISC without a valid decal or pass may be towed or impounded without further notice at the owner's risk and expense.

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**b. Ticketing and penalty procedure**

When violators of traffic or parking regulations are cited, penalty will be assigned and the pink copy will be left for the violator. A letter with the yellow copy will be provided to the violator's command. The white copy will be retained by ISC Port Services. The violator will have 5 working days in which to explain the circumstances involving the ticketed violation in person to the ISC Security Officer. These explanations will be forwarded to the Executive Officer for consideration. If 5 days have passed, without comment, the ticket penalty assessment will become final and appropriate action, if necessary; will be initiated by ISC Port Services. If a person loses base driving privileges, a ban letter will be sent to the individual via the Executive Officer. Penalties will be assessed in accordance with this table:

<b>Violation</b>	<b>Penalty</b>
Unsafe vehicle	Immediate removal
Reckless	Immediate removal and loss of on-board driving privileges for up to six months.
DUI (on or off duty)	Immediate removal and loss of on-board driving privileges for one year.
Speeding/Flagrant violation	Immediate removal and loss of on-board driving privileges for up to three months.
Speeding/Minor violation	Loss of onboard driving privileges for up to two months.
Failure to obey Security Guard	... up to three months
Parking Violation	... up to two months
Failure to obey stop sign or signal	... up to three months
Open container of alcoholic beverage	... up to six months
Operating unlicensed vehicle	... up to two months
Failure to slow	... up to three months

*Continued on next page*

**ISC Seattle SOP, Chapter 5-Site Management Regulations/Policies**  
**C. Access and Control**

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**9. Enforcement of Motor Vehicle Regulations, Continued**

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- |                                    |   |
|------------------------------------|---|
| <b>c. Supplemental regulations</b> | The Port Services Officer is authorized to issue supplemental regulations and/or standing orders as necessary to security personnel and watchstanders to improve driving safety and facilitate enforcement of these traffic regulations |
|------------------------------------|---|
-

# ISC Seattle SOP, Chapter 5-Site Management Regulations/Policies

## C. Access and Control

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### 10. Keys and Locks

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<b>a. General</b>	ISC Seattle Facilities Engineering provides and maintains a key and lock system for ashore tenants. Key security is a tenant responsibility.
<b>b. ISC Security responsibilities</b>	<p>ISC Facilities Engineering will:</p> <ul style="list-style-type: none"><li>• Maintain a supply of key blanks.</li><li>• FE will make replacement keys when the Command Security Officer (CSO) authorizes the written request made by the command's key control officer to the CSO. Once authorization is granted by the CSO, FE will be able to provide the key within 72 hours.</li><li>• Obtain new/replacement locks as requested by tenant commands or ISC divisions. It may take up to ten weeks to get a new lock. For immediate lock changes, a temporary may be installed using a spare from another subsystem.</li><li>• Keep a current list of keys issued.</li><li>• Initiate annual key verification each February of the calendar year.</li></ul>
<b>c. Tenant/User responsibility</b>	<p>Tenants/Users of the ISC will:</p> <ul style="list-style-type: none"><li>• Provide and maintain their, own key cabinets.</li><li>• Designate any spaces you want to be exempt from general ISC access. The janitorial service will have keys to all common spaces and locks not exempted by the tenant commands.</li><li>• Obtain padlocks if required. ISC supplies padlocks to tenants.</li><li>• Tenant commands will notify ISC Security of keys that are issued to new members and will supply a list of keys and to whom they are issued to upon request.</li><li>• Tennant commands will designate a Key Control Person in writing to the ISC Seattle CSO.</li></ul>

**ISC Seattle SOP, Chapter 5-Site Management Regulations/Policies**  
**C. Access and Control**

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## **11. Private Pets and Animals**

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**a. General**

All private pets and animals brought onto the Pier 36 Complex must be kept inside the owner's vehicle. However, pets and animals may not be left in vehicles on base for more **than 90 minutes.** (recommend 30min)

- No pets or animals may be “walked” on Pier 36 property nor brought into any government buildings.
  - Violations of this policy may result in denial of base driving privileges for up to 60 days.
  - This policy does not apply to government law enforcement (e.g., drug and bomb detection) dogs or trained aid (e.g., seeing eye) dogs.
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**ISC Seattle SOP, Chapter 6 – Physical and Information Security**  
**A. Physical Security**

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## **A. Physical Security**

### **1. Section Overview**

---

**a. Introduction**     This section provides procedures for ISC Seattle’s security program in relation to physical security.

---

**b. In this section**

<b>Topic</b>	<b>See Page</b>
ISC Security	6-A-2
Response to Force Protection Conditions	6-A-3
Bomb Threat	6-A-7
Bomb Threat Report Form (Exhibit 6-A-1)	6-A-8
Fire	6-A-9
Natural Disaster	6-A-10
Inclement Weather	6-A-11

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# ISC Seattle SOP, Chapter 6 – Physical and Information Security

## A. Physical Security

---

### 2. ISC Security

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#### a. General

ISC Seattle is responsible for Coast Guard personnel and property within its installation perimeter. Each tenant command is responsible for the physical security of its own spaces. ISC Seattle is unable to provide waterside security for the Pier 36 complex. Each cutter is responsible for its own waterside security and it is recommended that Senior Officer Present Afloat (SOPA) coordinate the efforts of all the import cutters. MLCPAC tenant commands are responsible for augmenting ISC Seattle with personnel and equipment resources when requested to do so by the ISC.

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#### b. Security Guards

ISC contracts for gate security guards under an A-76 contract. The ISC Port Services Branch maintains the current contract specifications and supervises contractor performance. In general, the contract provides the following services:

- A two-person, 24-hour security guard.
- Watchstanding at the ISC main gate.
- Monitoring fire and intrusion alarms as well as the Pier 36 Complex's camera surveillance system.
- Enforcing ISC traffic regulations.

The ISC Port Services Branch monitors Security Guard performance, and enforces traffic and other ISC regulations.

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#### c. Watchstanders

The ISC maintains a small watch section on board to respond to after-hours emergencies and to act as a point of contact for incoming phone calls, messages, etc. Watchstanders contact the appropriate ISC personnel to respond as necessary.

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#### d. Command Duty Officer

Command Duty Officer. The ISC Command Duty Officer (CDO) is a Senior Petty Officer designated to supervise the performance of ISC watchstanders and be available to respond to any after-hours emergency. After normal business hours the ISC Seattle CDO provides direction to the security guards and monitors their performance. All problems with the security contractors that do not require immediate action, should be reported to the ISC Port Security Branch on the next regular work day.

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# ISC Seattle SOP, Chapter 6 – Physical and Information Security

## A. Physical Security

### 3. Response to Force Protection Conditions

#### a. General

The ISC Seattle Physical Security Plan, ISCSEAINST M5530.1 (Series), sets Integrated Support Command Physical Security Requirements and prescribes response to various force protection conditions (FPCONS)

#### b. Responsibilities and authority

ISC Commanding Officer exercises overall control, orders building evacuation and recommends ship dispersals (this does not prevent Tenant Commanding Officers from taking action before such orders are given).

ISC Emergency Coordinator (normally ISC Executive Officer or designated substitute) controls and coordinates execution of emergency orders, organizes and trains key people, conducts drills, and maintains liaison with Police and Fire Department.

Office Wardens (as defined in the ISC Seattle Emergency Action Plan) shall account for and muster people in their respective areas and direct their movements, designate and train Room Monitors, ensure occupants are familiar with evacuation routes and emergency procedures, verify evacuation of rooms, and report to the Emergency Coordinator. The name, rank and position of the office warden along with the name, rank and position of an alternate to cover the office warden's duties in the absence of the primary, shall be submitted in writing to the ISC Fire Marshal. Office wardens shall assist evacuation of handicapped persons, secure or remove classified material and vital records, secure spaces during emergencies by closing windows and doors (time permitting) upon evacuation, and report information to Building Wardens. Office wardens shall be issued a flashlight, red hardhat and a first aid kit.

Building Wardens will receive or solicit reports from the office wardens and pass information, via messenger, to the front gate in regards to personnel and condition of building. In addition Building Wardens may pull the fire alarm after a major quake, even if no structural damage has been noted, if the Building Warden feels the quake warrants that level of concern. **In Cases of WMD, Building Wardens will be directed from an ISC command center via Phone con.**

ISC Seattle Facilities Engineer ensures building systems, utilities and elevators are maintained in working order, controls facility use during emergencies, maintains suitable shelter designated by the Emergency Services Office of Seattle, and maintains liaison with the Emergency Services Office of Seattle.

*Continued on next page*

**ISC Seattle SOP, Chapter 6 – Physical and Information Security**  
**A. Physical Security**

---

**3. Response to Force Protection, continued**

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**b.  
Responsibilities and  
authority,  
(cont'd)**

The Fire Marshal is the direct representative of the ISC Emergency Coordinator and as such conducts the training, drills, tests, and agency contact required to ensure proper overall response to fire and related emergencies. The Fire Marshal shall also maintain the ISC Seattle Emergency Action Plan.

ISC Medical will provide medical teams capable of rendering Emergency medical care in coordination with the Fire Marshall.

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**c. Designated  
muster areas  
in the event of  
evacuation**

Location	Muster Area
Bldg. 1	Pier 37
Bldg. 2 (Exchange)	Exchange parking lot.
Bldg. 3 NESU, ESU, FE	Exchange parking lot.
Bldg. 4 (SEC Seattle)	Main parking lot North of Massachusetts gate.
Bldg. 5	Pier 37
Bldg. 6	Main parking lot North of Massachusetts gate.
Bldg. 7* (West end)	Main parking lot North of Massachusetts gate.
Bldg. 7 (East end)	Exchange parking lot.
Bldg. 8	Main parking lot North of Massachusetts gate.
Bldg. 10	Main parking lot North of Massachusetts gate.
Fitness Center*	Main parking lot North of Massachusetts gate.
Haz Mat Center	Main parking lot North of Massachusetts gate.
<b>If it is not possible to muster in your primary area, the main parking lot north of Massachusetts Ave. gate is the alternate muster area.</b>	
* Bldg. 7 Warden must send a messenger to receive reports from Bldg. 7 east offices	
* Fitness Center will send reports via messenger to Bldg. 3 Warden	

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*Continued on next page*

**ISC Seattle SOP, Chapter 6 – Physical and Information Security**  
**A. Physical Security**

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### **3. Response to Force Protection, continued**

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**d. Building Wardens**

The following table shows building warden assignments.

<b>Building</b>	<b>Primary building warden</b>	<b>Alternate building warden</b>
Bldg. 1	ISC Executive Officer	ISC Personnel Officer
Bldg. 2	Exchange Supervisor	Senior Cashier
Bldg. 3	Facility Engineer	Facilities General Foreman
Bldg. 4	ISC Executive Officer	ISC Personnel Officer
Bldg. 5	ISC CDO/CMAA	(After hours) ISC CDO
Bldg. 6	BEQ Watchstander	Galley Supervisor
Bldg. 7	ISC Comptroller	CWO Comptrollers Division
Bldg. 8	Senior Occupant of Temp. office	
Bldg. 10	PACAREA Armory OINC	ANT Puget Sound OINC
Bldg. 14	HAZMAT Supervisor	

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**e. Office wardens**

The following table shows office warden assignments.

<b>Location</b>		<b>Office Warden</b>
<b>Building</b>	<b>Floor</b>	<b>Office</b>
<b>Bldg 1</b>	First Floor	Chaplain Office Spaces ISC Force Optimization & Training (FOT)
	Second Floor	ISC Medical SOCKEYE Room – Conference Suite
	Third Floor	ISC Customer Service Branch Housing ISC Work Life
	Fourth Floor	ISC Command Suite
	Fifth Floor	Office Spaces
<b>Bldg. 2</b>	Both Floors	Duty cashier in each department
<b>Bldg 3</b>	All	Facilities Engineering Naval Engineering Support Unit (NESU) Electronic Systems Support Unit (ESU) Station Seattle Fitness Center

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*Continued on next page*

**ISC Seattle SOP, Chapter 6 – Physical and Information Security**  
**A. Physical Security**

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**3. Response to Force Protection, continued**

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**e. Office  
wardens,  
(cont'd)**

The following table shows office warden assignments.

<b>Location</b>		<b>Office Warden</b>
<b>Building</b>	<b>Floor</b>	<b>Office</b>
<b>Bldg 4</b>	All	SECTOR Seattle Office Spaces ISC Storage Spaces
<b>Bldg 5</b>		Top Floor – BEAR ROOM Conference Suite Bottom Floor – Museum
<b>Bldg 7</b>	All	Comptroller NWCN 33 MSST 91101 F.I.S.T.
<b>Bldg 8</b>		Temp. Office Space - Contractors
<b>Bldg. 10</b>		PACAREA Armory CGC Bayberry Administration ANT Puget Sound
<b>Bldg. 14</b>		Environmental Hazmat Center

# ISC Seattle SOP, Chapter 6 – Physical and Information Security

## A. Physical Security

### 4. Bomb Threat

**a. General** Any bomb threat is serious, and the person receiving the threat must treat it as such.

**b. Procedures** Take the following action if you receive a bomb threat

Step	Action
1	Upon receipt of any bomb threat, notify security (Port Operations Officer) immediately (after normal work hours, contact the ISC CDO).
2	Identify threat. When the threat is made by telephone, attempt to identify the source and the exact nature of the threat <ul style="list-style-type: none"><li>• Where is the bomb?</li><li>• When will it go off?</li><li>• How did it get there?</li><li>• Who is calling?</li><li>• What organization do they represent?</li><li>• Why are they calling?</li></ul> Use Telephonic Bomb Threat Report form if possible.
3	Preserve evidence. Save any evidence and turn over to security.
4	Call 911. Security or watchstander calls 8-911 and reports threat.
5	Evacuate. If location of potential bomb is known, evacuate that area and follow emergency muster procedures.
6	Commence Critical Incident process by calling Sector Seattle Comms Center. Inform them of the situation and ask them to call 1-800-323-7233 and request a conference call with MLC PAC, D13 and PACAREA. CDO then needs to proceed to the Sector Seattle Comms office for the conference call to pass the information. Instructions are located in the CDO binder.
7	Advise command. Advise ISC Emergency Coordinator (XO).
8	Await instructions. Follow directions of ISC Emergency coordinator and local authorities.
9	Notify CG and Federal authorities. Security notifies CGD13 OPCEN, and Federal Protective Service
10	CDO makes SITREP message.



**ISC Seattle SOP, Chapter 6 – Physical and Information Security**  
**A. Physical Security**

**EXHIBIT 6-A-1: TELEPHONE BOMB THREAT REPORT FORM**

INSTRUCTIONS; Be calm. Be courteous. **Listen.** Do not interrupt the caller. Notify supervisor / security officer of your element by prearranged signal while caller is on the line.

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

Exact words of person placing call: \_\_\_\_\_

**QUESTIONS TO ASK:**

1. When is the bomb going to explode? \_\_\_\_\_
2. Where is the bomb right now? \_\_\_\_\_
3. What kind of bomb is it? \_\_\_\_\_
4. What does it look like? \_\_\_\_\_
5. What will cause it to explode? \_\_\_\_\_
6. Why did you place the bomb? \_\_\_\_\_
7. What is your name and address? \_\_\_\_\_

**Try to determine the following: (circle as appropriate)**

**Caller's identity:** Male Female Adult Juvenile Age \_\_\_\_\_ years

**Voice:** Loud Soft High-pitched Deep Intoxicated Other \_\_\_\_\_

**Accent:** Local Foreign Region (description) \_\_\_\_\_

**Speech:** Fast Slow Distinct Distorted Stutter Slurred Nasal \_\_\_\_\_

**Language:** Excellent Good Fair Poor Foul Other \_\_\_\_\_

**Manner:** Calm Angry Rational Irrational Coherent Incoherent Deliberate Emotional Righteous Laughing Intoxicated

**Background noise:**

Office machines Factory machines Bedlam Trains Animals Music Voices Airplanes Street-Traffic  
Mixed Party-Atmosphere Other

**ADDITIONAL INFORMATION:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

# ISC Seattle SOP, Chapter 6 – Physical and Information Security

## A. Physical Security

### 5. Fire

**a. General** All buildings at the ISC have fire detection and alarm systems. Most are monitored at the guard shack. All buildings are outfitted with fire extinguishers.

**b. Procedure** Upon discovering a fire, the following procedures shall be followed:

Step	Action	
1	Immediately activate the alarm system at the nearest pull station.	
2	Call 8-911 to report the fire to the fire department.	
3	Contact the gate guard at X6990 to report the exact location of the fire.	
4	Evacuate the building closing doors and windows. Elevators shall not be used. Office floor wardens shall ensure the complete and orderly evacuation. All hands shall muster in their designated locations. Need a page showing muster locations.	
5	Office floor wardens make reports to Building Wardens. Building Wardens make reports to guard shack by phone, radio or runner.	
6	<b>If,</b>	<b>Then</b>
	During working hours	FE electrician and maintenance mechanic will report to the scene to investigate, to secure power if it is safe to do so, and to ensure evacuation is complete.
		Health Services duty crew reports to the scene to administer first aid.
		Fire Marshall reports to main gate to meet fire department and direct them to the scene.
	After working hours	Watchstander proceeds to main gate to meet fire department. CDO responds to scene to investigate/assist.

- If the fire alarm activates on its own, without a fire being actually discovered, the building shall be evacuated as above, and the guard shall notify the Facilities Engineering Division who shall respond as above.
- If it is determined that it is safe to return to the building, the Fire Marshall or CDO shall grant permission.

**c. Fire Drills** Test of the Fire Alarm Systems in conjunction with Fire Drills will be conducted quarterly by the Fire Marshall.:

# ISC Seattle SOP, Chapter 6 – Physical and Information Security

## A. Physical Security

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### 6. Natural Disaster

---

#### a. General

In the event of an earthquake or similar natural disaster, protect yourself first. Remain where you are. Remain calm. If indoors, stay there and take cover under a desk, table, or bench; stand or sit against an inside wall or under a doorway; stay away from glass windows. Close curtains or blinds if possible. **DO NOT RUN OUTDOORS.** If outdoors, stay away from overhead electric wires, utility poles, walls, buildings, piers or anything that may shake loose, fall, or collapse.

---

#### b. Procedures

Try to avoid panic and move only as necessary. Aftershocks may occur so remain in a protected position after the initial shock, again moving around only as necessary.

- Watch for fire. Be aware of fire risk.
  - Secure electrical circuits as soon as possible.
  - Use the telephone only to report emergencies. Hang up phones that have fallen off the receiver.
  - Comply with Warden's instructions, if a Warden comes to the scene or otherwise passes instructions.
  - Floor wardens survey the situation in their areas taking reports from Room Monitors. Report to Emergency Coordinator.
  - Room Monitors, as soon as possible after initial shock, determine extent of damage to their spaces. Attempt to prevent panic and minimize uncontrolled movement of people. Attempt to assess the condition and circumstances of people who are injured or trapped. Render life saving first aid. Report findings to Floor Warden or acting Emergency Coordinator.
  - Evacuate and muster. When directed, evacuate buildings and proceed to emergency muster. Act on own initiative when other authority is not present and conditions permit.
  - Health and Safety Division Response Medical Team shall coordinate with Fire Marshall in providing emergency medical treatment.
-

# ISC Seattle SOP, Chapter 6 – Physical and Information Security

## A. Physical Security

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### 7. Inclement Weather

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- a. General** Heavy weather has the ability to damage property aboard the ISC if proper protective measures are not taken. The items covered by this section may include, but are not limited to snow, freezing temperatures, high winds, and high water
- 
- b. ISC responsibilities** During working hours, the Facilities Engineering Division is responsible for securing the ISC for adverse weather. During non-working hours, the CDO is responsible. Facility Engineering maintains responsibility for those items normally under their jurisdiction (Water pipes, shore ties, etc.). The ISC is also responsible for providing all reasonable support and assistance to tenant commands both afloat and ashore
- Check dumpsters, close lids, etc.
  - Identify and secure any potential missile hazards.
  - Break out batteries, flashlights, portable radios, etc.
  - Close open windows and doors.
- 
- c. Cutter responsibilities** Each cutter will contact SOPA and Port Operations for directions, and secure all loose gear.

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# ISC Seattle SOP, Chapter 6 – Physical and Information Security

## B. Informational Security

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## B. Informational Security

### 1. Section Overview

---

**a. Introduction** This section provides procedures for ISC Seattle’s security program in relation to informational security.

---

**b. In this section**

Topic	See Page
Automated Information Systems (AIS) Security	6-B-2
Security Organization and Responsibilities	6-B3
Security Education Program	6-B-4
Reporting and Investigation Compromises and Security Discrepancies	6-B-5
Classification Management	6-B-6
Accounting and Control	6-B-7

---

**ISC Seattle SOP, Chapter 6 – Physical and Information Security**  
**B. Informational Security**

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**2. Automated Information Systems (AIS) Security**

---

**a. General**      The ESU Facility Manager is responsible for AIS security within the AOR. Close coordination with D13, PACAREA, and MLCPAC Automated Data Processing Security Officers is required to provide proper AIS security. Tenants are ultimately responsible for maintaining AIS security in accordance with listed hardware, software, spaces, and data such as protecting individual passwords to restrict access, physical security, backups, etc.

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**b. References**      The references listed below set significant requirements for ADP security.

- (a) AIS Security Manual, COMDTINST M5500.13 (Series)
- (b) Standard Work Station Security Manual, COMDTINST M5500. 17 (Series)
- (c) Management of Electronic Mail, COMDTINST M5270. 1 (Series)

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**ISC Seattle SOP, Chapter 6 – Physical and Information Security**  
**B. Informational Security**

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### **3. Security Organization and Responsibilities**

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<b>a. References</b>	(a) Information Security Program, COMDTINST M5510.21 (series) (b) Security Awareness, Training and Education (SATE) Program, COMDTINST M 5528.1 (series)
<b>b. Command Security Officer (CSO)</b>	<p>The CSO is responsible for the overall security of classified material and updating the SOP as required. The CSO will be designated in writing by the Commanding Officer. A copy of the designation letter will be forwarded to the Pacific Area Security Manager. The CSO shall ensure that the duty personnel are thoroughly familiar with and are trained annually on the provisions of this section of the SOP.</p> <p>If appointed, the Classified Material Control Officer (CMCO) and the Personnel Security Officer report to the CSO in the performance of their duties. At least annually, the CSO will inspect the classified material holdings for proper operation and administration and then submit a written letter report to the Commanding Officer. Secret clearance and access are required.</p>
<b>c. Classified Material Control Officer (CMCO)</b>	The CMCO is familiar with references (a) and (b) and is responsible for the proper handling and security of all classified material. The duties of the CMCO are in accordance with reference (a). Secret clearance and access are required.
<b>d. Alternate CMCO</b>	ISC Seattle does not maintain any classified publications. The unit does not require an Alternate CMCO (ACMCO) and thus, will not be assigned by billet title. In the future, if the ACMCO assignment becomes necessary, it will be decided upon by the CSO and Executive Officer (XO).
<b>e. Personnel Security Officer</b>	The Personnel Security Officer is responsible for personnel security clearances and records. These duties will normally be delegated to a petty officer in the Administrative Services Division
<b>f. CDO and Watchstanders</b>	During every watch, these personnel will be constantly vigilant to possible breaches in security. They will report all security violations to the Commanding Officer, Executive Officer and the CSO in accordance with the SOP.



**ISC Seattle SOP, Chapter 6 – Physical and Information Security**  
**B. Informational Security**

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**4. Security Education Program**

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- a. References**      (a) Information Security Program, COMDTINST M5510.21 (series)  
                             (b) Security Awareness, Training and Education (SATE) Program,  
                             COMDTINST M 5528.1 (series)
- b. General**          The Personnel Security Officer will be responsible to the CSO for carrying  
                             out an effective Security Education Program in accordance with references (a)  
                             and (b). A security briefing shall be given each time a security clearance is  
                             granted or terminated. An annual security briefing will be provided for all  
                             hands. Audio visual aids and/or handouts may be obtained from the District  
                             or Area Security Manger.
-

**ISC Seattle SOP, Chapter 6 – Physical and Information Security**  
**B. Informational Security**

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**5. Reporting and Investigation Compromises and Security Discrepancies**

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- |                      |  |
|----------------------|--|
| <b>a. References</b> | (a) Information Security Program, COMDTINST M5510.21 (series)<br>(b) Security Awareness, Training and Education (SATE) Program, COMDTINST M 5528.1 (series)  |
| <b>b. General</b>    | Any classified information compromises or security discrepancies that are discovered or suspected should be communicated as quickly as possible to the Commanding Officer via the CSO as practicable. Chapter 4 of reference (a) provides detailed instructions for the initial reporting responsibilities and inquiry/investigation requirements. |
-

## **6. Classification Management**

---

### **a. General**

In the Coast Guard, normally only Commandant (G-C) and (G-O) have original classification authority. Most classifications are derived from another source. ISC Seattle rarely creates classified documents.

All classified material contains downgrading and declassification schedules. The CMCO shall review all classified material each quarter and downgrade or declassify as required. As material is declassified, it shall be removed from the classified holdings.

---

**ISC Seattle SOP, Chapter 6 – Physical and Information Security**  
**B. Informational Security**

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**7. Accounting and Control**

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- |                       |   |
|-----------------------|---|
| <b>a. References</b>  | (a) Information Security Program, COMDTINST M5510.21 (series)<br>(b) Security Awareness, Training and Education (SATE) Program, COMDTINST M 5528.1 (series)   |
| <hr/>                 |   |
| <b>b. General</b>     | The CSO will maintain a Personnel Security Clearance List in the form of a letter signed by the Commanding Officer. Prior to granting a person access to classified material, the CMCO will consult that list to determine the status of the clearance and the access levels of the person requesting the material. If the clearance level is below the access level needed, the CMCO must deny access. Also, the CMCO must determine whether the member requesting access has the "need to know" before granting access to the classified material. If there is anything unusual about the request, the CMCO shall immediately notify the CSO. The CMCO must also keep a record of when, and to whom, access to material in his/her custody is granted |
| <hr/>                 |   |
| <b>c. Inventories</b> | Chapter 10 of reference (a) requires that all Secret holdings be inventoried upon change of custodian or annually. The CMCO will conduct an annual secret holdings survey and report results to the PACAREA SECMGR. Due to the small amount of classified material held by ISC Seattle, all Confidential holdings will be included in the inventory conducted upon change of custodian or annually (reported to the CO), but not to the PACAREA SECMGR. The relieving CMCO will conduct an inventory and also conduct a page check on each document. The inventory shall be submitted to the Commanding Officer via the CSO with the relief letter. See Exhibit 10-2 of reference (a) for a Sample Report of Inventory.                                 |
- 

*Continued on next page*

**ISC Seattle SOP, Chapter 6 – Physical and Information Security**  
**B. Informational Security**

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**7. Accounting and Control, continued**

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**d. Receipt of  
classified  
material**

Classified material sent through the mail should be received via first class, certified, or registered mail. The following procedures apply:

- When mail is determined to contain classified material, the CMCO or alternate will be notified to sign for it in the mail log and take possession. If the material is for a ship or other unit based at ISC Seattle, that unit will be contacted to take possession of that material. If the unit is underway, the CMCO will mail the material or temporarily store it, using procedures per reference (a).
- Upon notification of receipt of classified material, the CMCO and/or alternate will effect control as required in the Classified Material Control System. The CMCO will take the classified material to the Sector Seattle COMMCEN (Security Control Point). A control number will be assigned to all material with a Secret classification or higher.
- If the classified material is a new publication, the CMCO and one other person cleared for that classification will conduct a joint page check to ensure that it is complete. If found incomplete, they will report that fact immediately to the CSO and then notify the originator that the publication was received incomplete. If found complete, the CMCO will determine whether or not it supersedes an existing publication held onboard. If it does, the old one shall be disposed of in accordance with Chapter 15 of reference (a).
- The CMCO or alternate shall prepare all outgoing classified material for the mail. Prior to mailing, the procedures in Chapter 13 of reference (a) shall be reviewed.

---

**e. Message  
Handling**

Classified messages addressed to ISC Seattle shall be immediately delivered to the custody of the CMCO or alternate for entry into the Classified Material Control System and appropriate routing within the command.

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**f. Reproduction  
of classified  
material**

Classified material will not be reproduced, either by hand or automatic copier, without specific permission of the Commanding Officer. None of ISC Seattle's copiers are authorized to reproduce classified material. Accordingly, all copiers shall be marked with the phrase "THIS MACHINE IS LIMITED TO THE REPRODUCTION OF UNCLASSIFIED MATERIALS". If classified copies are required, the copier at the Sector Seattle Communication Center shall be used.

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*Continued on next page*

**ISC Seattle SOP, Chapter 6 – Physical and Information Security**  
**B. Informational Security**

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**7. Accounting and Control, continued**

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**g. Photography, recording, or ADP equipment**

No classified material will be photographed, recorded, or digitized without permission of the Commanding Officer. When photography is authorized, all prints, slides, negatives, and digitized files shall be given the appropriate classification and be handled accordingly. None of the networked ADP equipment shall be used for processing of classified information. If classified material must be generated, coordinate use of proper ADP equipment with ESU Seattle.

**h. Safeguarding and storage**

The GSA-approved security container located in Building 1, 3rd deck in the Customer Service Branch, labeled #1281362, is the only container in which classified material may be stored. The following physical security procedures apply.

- The combination for the safe will be sealed in an envelope that is given a classification commensurate with that of the safe contents. The combination will be stored in a safe with the same or higher classification, normally Sector Seattle's OPCEN safe.
- Money or other items of value will not be stored in any safe containing classified material.
- The Security Container Information Form (SF-700) and Security Container Check (SF-702) will be used in accordance with Chapter 12 of reference (a).
- A reversible "OPEN/CLOSED" sign will be used on the safe to indicate its status. Also, a brief SOP shall be affixed to the outside front of the container to inform personnel of the steps to take if it is found open.
- The safe will be open only when in use by the custodian or alternate. The custodian and alternate are responsible for ensuring the safe is locked at all other times.
- Only authorized personnel shall use classified material. When taken from the safe, the appropriate cover sheet shall be used, SF-704 (Secret) or SF-705 (Confidential). After the material's use, it shall be returned to and locked in the safe.
- After work hours, the CDO and watchstander will check that the safe, or the room containing the safe, is locked. If the safe is found open, the person making the discovery will post a guard and notify the CDO, the custodian listed on the attached SF-700 or SOP, the CSO, and the Commanding Officer. The safe will be left as found until the custodian arrives. The custodian will take action in accordance with Chapter 4 of reference (a).

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*Continued on next page*

**ISC Seattle SOP, Chapter 6 – Physical and Information Security**  
**B. Informational Security**

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**7. Accounting and Control, continued**

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- |   |  |
|---|--|
| <b>i. Changing safe combinations</b>        | Safe combinations will be changed as required by Chapter 12 of reference (a). This includes: <ul style="list-style-type: none"><li>• at least annually,</li><li>• whenever an individual knowing the combination is transferred, discharged, or reassigned from the element to which the security container is assigned,</li><li>• whenever the security clearance of an individual knowing the combination is reduced, suspended, or revoked by proper authority,</li><li>• when the container is to be used to store material of a higher classification than the clearance level of one or more of the persons who know the current combination,</li><li>• when the combination or record of combination has been compromised or the security container has been discovered unlocked and unattended.</li></ul>  |
| <b>j. Hand-carrying classified material</b> | Classified material will not be taken from ISC Seattle without the permission of the Commanding Officer. Should material need to be taken or sent from the command, it shall be handled in accordance with Chapter 14 of reference (a).  |
| <b>k. Destruction</b>                       | <p>There are three reasons to destroy classified material.</p> <ol style="list-style-type: none"><li>1. It is no longer useful.</li><li>2. It has been superseded.</li><li>3. To avoid compromise in an emergency.</li></ol> <p>The CMCO will ensure classified holdings only contain needed items. At least each quarter, the CMCO shall review all classified material to determine what is no longer required or needed. The CMCO will make a destruction recommendation to the Commanding Officer via the CSO. No classified material will be destroyed without the permission of the Commanding Officer except change residue and superseded publications. Shredding is designated as the primary destruction mode, and will be completed in the Sector Seattle COMMCEN. Emergency destruction is addressed in Appendix B, and will be carried out in accordance with Chapter 15 of reference (a). In all cases, destruction records will be kept as required by the instructions governing the Classified Material Control System.</p> |

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*Continued on next page*

**ISC Seattle SOP, Chapter 6 – Physical and Information Security**  
**B. Informational Security**

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**7. Accounting and Control, continued**

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**1. Classified  
visits and  
meetings**

Visits or meetings involving access to classified material at ISC Seattle are rare events. Should this situation arise, refer to Chapter 16 of reference (a).



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**ISC Seattle SOP, Chapter 6 – Physical and Information Security**  
**C. Critical Incident Communications**

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## **C. Critical Incident Communications**

### **1. Section Overview**

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- a. Introduction**     This section briefly outlines the process Coast Guard units and Chain of Command will follow when reporting critical incidents to the Commandant when the unit is under Coast Guard TACON.
- 

**b. In this section**

<b>Topic</b>	<b>See Page</b>
Reporting Procedures	6-C-2
Critical Incident Report Format	6-C-3

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**ISC Seattle SOP, Chapter 6 – Physical and Information Security**  
**C. Critical Incident Communications**

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## **2. Reporting Procedures**

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**a. Reference**      Critical Incident Communications, COMDTINST 3100.8

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**b. Definition**      A critical incident is an incident of national interest. National level interest is presumed when it is conceivable that the Commandant or Secretary of the Department of Homeland Security requires timely knowledge of the incident.

---

**c. Reporting Procedure**      The following procedure will be followed when a critical incident occurs (**T** is the time a Coast Guard component becomes aware of the incident).

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<b>Time</b>		<b>Action</b>
<b>T+5</b>	Initial Report	Vertical Dissemination: Within T+5 minutes, the reporting unit will contact 1-800-323-7233 (1-DAD-SAFE) and request a conference call with its parent command, the District, Area, and Coast Guard Command Center
<b>T+15</b>	Informational Dissemination	Within T+15 minutes the Coast Guard Command Center will transmit a Critical Incident Report. This report will be sent via e-mail with a high importance. The e-mail will normally be sent to the Homeland Security Operations Center (HSOC), both Area Command Centers, each District Command Center and the reporting unit. District Command Centers will determine if it is appropriate to forward the notification to subordinate units.
<b>T+30</b>	Follow-on Update	The Coast Guard Command Center will initiate a conference call with the reporting unit, the District Commander, the Area Commander, and the Commandant or designee (the actual sit down time for this conference will be established at initial notification). The reporting unit will provide an update of the incident, initial course of action briefing and any known support needs. This conference will normally be conducted via a secure conference call.

These procedures do not alter our responsibility to share information horizontally with the Department of Defense, interagency and private partners as required by agreements or plans.

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*Continued on next page*

**ISC Seattle SOP, Chapter 6 – Physical and Information Security**  
**C. Critical Incident Communications**

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**2. Reporting Procedures, continued**

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**d. Situation Reports (SITREPS)**      The reporting unit will submit situation reports at 0600 and 1800 Zulu time. Spot reports will be used by the reporting unit when vital information is acquired between situation reports. The daily report frequency may be adjusted to match the operational pace.

Unit Situation Reports will be submitted in accordance with existing Area/District directives. Incidents requiring SITREP to Commandant are discussed in enclosure (4) of COMDTINST 3100.8.

---

**Critical Incident Report Format; Enclosure (3) to COMDTINST 3100.8**

Importance HIGH

SUBJ: USCG CRITICAL INCIDENT REPORT

UNCLAS FOUO (This report will be marked - at a minimum- UNCLAS FOUO. Other caveats

(i.e. SSI) will be used as appropriate.) ,

THIS IS AN INITIAL CRITICAL INCIDENT REPORT PROVIDED FOR SITUATIONAL AWARENESS. THE INFORMATION IN THIS REPORT HAS NOT BEEN EVALUATED AS FINAL.

- =====
1. INCIDENT TYPE: [EXPLOSION, COLLISION, EARTHQUAKE, BOMB THREAT, etc.]
  2. LOCATION: [NEW YORK HARBOR, NEW BEDFORD MA STATE PIER, etc]
  3. TIME OF INCIDENT: DDHHMMZ MMM YY.
  4. COMMANDER'S CONFERENCE CALL PLANNED FOR DDHHMMZ MMM YY.
  5. AMPLIFYING INFORMATION: [Include known details, brevity is key]
- =====

THIS IS AN INITIAL INCIDENT REPORT. AMPLIFYING INFORMATION WILL BE PROVIDED WHEN APPROPRIATE. THIS INFORMATION MAYBE SHARED WITH INTERAGENCY AND/OR INDUSTRY PARTNERS AS DEEMED APPROPRIATE BY THE RECIPIENT. THIS INFORMATION SHOULD NOT BE RELEASED TO THE MEDIA WITHOUT THE EXPRESS PERMISSION OF THE ORIGINATOR.

UNCLAS FOUO

**ISC Seattle SOP, Chapter 6 – Physical and Information Security**  
**C. Critical Incident Communications**

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**Integrated Support Command Seattle Standard Operating Procedures**  
**Appendix A**

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**EMERGENCY ACTION PLAN**

**1. General**

- 
- |                     |   |
|---------------------|---|
| <b>a. Reference</b> | (a) Information Security Program, COMDTINST M5510.21 (Series) |
|---------------------|---|
- 
- |                      |  |
|----------------------|--|
| <b>b. Discussion</b> | <p>Emergencies that endanger the security of classified material include natural disasters, civil disturbances, or hostile action. A natural disaster, such as fire, flood, or earthquake, may endanger the physical security of classified material. Since an emergency of this nature is rarely coupled with an attempt by hostile forces to capture classified material, planning and action will focus on protecting the material until the emergency is over. Hostile actions include enemy attack, terrorism, rioting, and civil uprisings. In the case of hostile action, classified material is a probable target, and removal or destruction may be required. The specific emergency action taken with regard to protecting classified material will depend on the nature of the emergency.</p> <p>Minimize classified holdings. In general, ISC Seattle normally holds only a small number of classified documents. Classified holdings shall be reviewed each quarter and all outdated or unnecessary items removed or destroyed.</p> |
|----------------------|--|
-

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## 2. Categories of Emergency Action

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- |                                 |   |
|---------------------------------|---|
| <b>a. Introduction</b>          | There are three categories of emergency action each is discussed below.   |
| <hr/>                           |   |
| <b>b. Emergency Protection</b>  | <p>This action consists of securing all classified material in a locked safe. This is the action that causes the least disruption to normal operations and should always be considered first. This action should be taken in the event of natural disasters (such as earthquake or fire) that do not disrupt the outer integrity of Building 1 or the secure stowage space in the PERSRU branch chief's office.</p> <p>This action will be carried out in accordance with Chapter 15 of reference (a) when a compromise of classified material is deemed imminent as a result of hostile action and there is no time for emergency removal.</p> |
| <hr/>                           |   |
| <b>c. Emergency Removal</b>     | <p>This action consists of moving all classified material from ISC Seattle spaces to the PACAREA Armory or Group Seattle COMMCEN. Absolute control over all classified material must be maintained at all times during the removal process, and every effort should be made to prevent unauthorized viewing of the material. In addition to hostile action emergencies, removal should be considered in times of natural disaster if the event results in the rupture of secure stowage space integrity such that classified material may be compromised.</p>   |
| <hr/>                           |   |
| <b>d. Emergency Destruction</b> | <p>This action will be carried out in accordance with Chapter 15 of reference (a) when a compromise of classified material is deemed imminent as a result of hostile action and there is no time for emergency removal.</p>   |
| <hr/>                           |   |

# Integrated Support Command Seattle Standard Operating Procedures

## Appendix A

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### 3. Action

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**a. General** The Command Duty Officer (CDO) is designated as the on-scene leader of the Emergency Action Plan (EAP). Ideally, all hands will be available to carry out emergency actions per this EAP. In the event the emergency occurs after normal working hours, the number of members available to accomplish emergency action will be limited to those on watch. Particular attention must be paid to personnel safety.

**PERSONNEL SAFETY IS PARAMOUNT AND ALWAYS TAKES PRECEDENCE OVER PROTECTION OR REMOVAL PROCEDURES.**

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**b. CDO Responsibilities** In the event of an impending emergency, the CDO shall contact the Commanding Officer to determine the proper action to be taken (Emergency Protection, Emergency Removal, or Emergency Destruction). If the Commanding Officer cannot be reached, the following person, in the order listed, may authorize the appropriate EAP actions:

- (1) Executive Officer
- (2) Command Security Officer
- (3) Classified Material Control Officer

If the CDO is unable to contact any of the above individuals, preparations shall be made for emergency action. If necessary, the CDO shall initiate emergency action without waiting for specific instructions.

The CDO shall also direct the BEQ watchstander(s) to commence notification or emergency recall of the Classified Material Control Officer (CMCO) and Command Security Officer (CSO).

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# Integrated Support Command Seattle Standard Operating Procedures

## Appendix A

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### 4. Emergency Plans

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<b>a. Natural disasters</b>	The first action to be taken, and in most natural disasters the only action necessary, is the storing of all classified material in a GSA-approved security container. All securing, removal, and guarding of classified material will be performed by personnel with appropriate security clearances to the extent possible.
<b>b. Civil disturbance and hostile actions</b>	<p>Hostile action emergencies include enemy attack, mob action, and civil uprisings. Classified material is presumed to be a primary target during any hostile emergency. Emergency action will be directed toward assessing the threat to and security of classified material, and if necessary, executing an emergency destruction. The following procedures will be followed in the event of hostile action emergency. The CSO and CMCO will ensure that all pertinent information is immediately passed to the Commanding Officer in a hostile emergency. There are three stages in a hostile emergency:</p> <ol style="list-style-type: none"><li><b>1. Potential Threat</b></li><li><b>2. Probable Threat</b></li><li><b>3. Imminent Threat.</b></li></ol> <p>Each is discussed below.</p>
<b>c. Stage One</b>	<b>Potential Threat.</b> Using all available information, the Commanding Officer will assess the extent of hostile action threat and the potential risk of classified material being seized. The Commanding Officer or CDO will assess the adequacy and availability of physical security protection capabilities. The defense capability of ISC Seattle will be gauged against the probable strength of hostile attack. After normal working hours, added security measures may be initiated, such as: increased duty section size, added security guards, or increased weapons and ammunition.
<b>d. Stage Two</b>	<b>Probable Threat.</b> Hostile action is more probable than not. Although no destruction is required at this point, emergency destruction procedures will be reviewed with duty personnel.

*Continued on next page*

# Integrated Support Command Seattle Standard Operating Procedures

## Appendix A

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### 4. Emergency Plans, Continued

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- e. Stage Three**      **Imminent Threat.** If ISC Seattle is in imminent danger of capture, an emergency destruction will be performed. All Secret material will be destroyed first, followed by Confidential material. The order to execute an emergency destruction will be given by the Commanding Officer. In the absence of the Commanding Officer, emergency destruction may be ordered by the CDO. Under hostile action emergency conditions, time is a critical element in the successful destruction of classified material. Therefore the use of personnel with appropriate security clearances is secondary to completing the destruction. All personnel may be used to promptly complete emergency destruction.
-

# Integrated Support Command Seattle Standard Operating Procedures

## Appendix A

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### 5. Implementation

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**a. Emergency Protection**      The CMCO (during the work day) or the CDO (after normal working hours) shall direct division/watch personnel to secure, in an approved GSA container, all classified material. The only GSA-approved security container is located in the PERSRU branch chief's office on the 3rd deck of Building 1.

---

**b. Emergency Removal**      The CMCO will remove the classified material from the safe and relocate it to either the PACAREA Armory or to the DI 3 Communications Center. If the CMCO cannot be recalled, the CDO will:

- (1) Obtain the safe combination from the Group Operations Center.
- (2) Open the safe and inventory the contents.
- (3) Remove the classified material and secure it in either the PACAREA Armory or the DI 3 Communications Center

---

**c. Emergency Destruction**      The CMCO will remove the classified material from the safe and shred the material in an approved crosscut shredder, or take the material to a safe location and destroy by incineration ensuring the ashes are stirred. If the CMCO cannot be recalled, the CDO will:

- (1) Obtain the safe combination from the Group Operations Center.
- (2) Open the safe and inventory the contents.
- (3) Remove the classified material and carry out destruction.

If there is insufficient time to carry out destruction, ensure classified materials remain securely locked in the safe. Report status of classified materials destruction as soon as possible to the CMCO.

Remember: **SAFETY OF ALL PERSONNEL TAKES PRECEDENCE OVER ACCOMPLISHING THE EMERGENCY DESTRUCTION EXCEPT IN THE CASE OF HOSTILE ACTION.**

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*Continued on next page*

# Integrated Support Command Seattle Standard Operating Procedures

## Appendix A

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### 5. Implementation, Continued

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#### d. Reports

After the emergency situation has passed, the Commanding Officer and CMCO will assess the probability of compromise of classified material and report their findings to MLCPAC, PACAREA, and CCGDI3.

The reporting of any emergency destruction is second in importance only to the destruction itself. Any loss or compromise of classified material will be reported to the appropriate authorities for the material in question. Also, it is essential to assess the probability of exposure of classified material to unauthorized personnel during the emergency and report those findings. Failure to report the emergency destruction would partially defeat the purpose of the emergency destruction in that all classified material held by the command would be considered compromised due to lack of proof otherwise. As much information pertaining to the destruction as possible should be passed. If possible, include the following information in the destruction report:

- Method and extent of destruction.
  - Material presumed compromised.
  - Unauthorized exposure of classified material.
-

**Integrated Support Command Seattle – SOP**  
**Appendix - B**

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**COMMAND ADMIN LIST**

**1. General**

---

**a. Reference**

- (a) Coast Guard Regulations, COMDTINST M5000.3A
  - (b) ALCOAST 021/00, 212120Z JAN 00, Admin Whetstones I
  - (c) ALCOAST 049/00, 091859Z FEB 00, Admin Whetstones II
- 

**b. Discussion**

References (b) and (c) directed units to establish a Command Admin List; a consolidated document to replace designation letters for collateral duties, rating chains, and command succession. ISC personnel are assigned the collateral duty and board assignments as noted in the following pages. All Active Duty, Reserve, and PHS officers will follow the rating chain and comply with the guidelines of the OES process.

All personnel shall review all reference material and instructions related to each duty designation and comply with all Commandant, Area, MLC Pacific, and Unit directives.

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**c. By direction**

In accordance with the references above, "By direction" signature authority may be delegated in the unit's Command Admin List to key personnel.

The following guidelines apply:

1. In accordance with reference (a), you are hereby authorized to sign documents "By direction" in the performance of your duties while assigned in to ISC Seattle.
  2. All official correspondence addressed to higher authority relating to the mission or efficiency of the command, as well as any correspondence establishing command policy; will be signed by the CO.
  3. This authorization is canceled upon transfer, or at any time when removed by competent authority.
  4. Those members with "By direction" authority are listed in Section 5 of this appendix.
-

# Integrated Support Command Seattle, SOP

## Appendix - B

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### 2. Succession to Command

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**a. Reference**

(a) Coast Guard Regulations, COMDTINST M5000.3A

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**b. Discussion**

As set forth in reference (a), during periods of temporary absence of the Commanding Officer, or at any other time when he is unable to fulfill his duties, the responsibility for the safety, well-being, and efficiency of the command will be transferred to the Executive Officer as Commanding Officer (Acting).

During periods when both the Commanding Officer and the Executive Officer are not available to fulfill their duties, command shall be transferred as follows:

The duties and responsibilities of the Commanding Officer shall be assumed by the next senior commissioned officer regularly assigned to the Integrated Support Command and available to fill the position, unless another officer is specifically designated by Commander, Maintenance and Logistics Command, Pacific.

Commander, Maintenance and Logistics Command, Pacific (MD/S/MDL) shall be notified by message whenever command responsibilities are transferred in accordance with this appendix. Commander, Thirteenth Coast Guard District (a) and all ISC tenant commands shall be listed as information addressees.

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# Integrated Support Command Seattle – SOP

## Appendix - B

### 3. ISC Officer Rating Chain

COAST GUARD INTEGRATED SUPPORT COMMAND SEATTLE OFFICER RATING CHAIN (Effective 12 June 2007)

REPORTED ON OFFICER	DATE REPO RTED	OES SYS STATUS	REGULAR REPORT DUE LAST DAY OF	(-21 DAYS) SUPERVISOR	(+10 DAYS) REPORTING OFFICER	(+30 DAYS) REVIEWER	(+35 DAYS) ADMIN REVIEW
<b>CAPT</b> W. BELMONDO (c)	06/05	CG ACTIVE	APRIL	MLCPAC (md)	MLCPAC (m)	MLCPAC (m)	
A. CASTRO (k)	07/05	PHS	JUNE	CO CAPT BELMONDO	MLCPAC (k)	COMD(G-WK)	
M. ROBERTS	11/05	CG RESERVE	MARCH	CO CAPT BELMONDO	CO CAPT BELMONDO		
<b>CDR</b> J. MILKEY (xo)	07/07	CG ACTIVE	MARCH	CO CAPT BELMONDO	CO CAPT BELMONDO	MLCPAC (md)	
B. ALDANA (p)	06/07	CG ACTIVE	MARCH	XO CDR MILKEY	CO CAPT BELMONDO	MLCPAC (mdl)	
S. BAJPAYEE (k)	09/05	PHS	JUNE	(k) CAPT CASTRO	K	COMDT(G-WK)	
D. GARVIN (k)	08/01	PHS	JUNE	(k) CAPT CASTRO	K	COMDT(G-WK)	
<b>LCDR</b> J. VARGAS (f)	06/06	CG ACTIVE	MAY	XO CDR MILKEY	CO CAPT BELMONDO	MLCPAC (mdl)	
L. MOOSE (pf)	08/07	CG ACTIVE	APRIL	(p) CDR B. ALDANA	XO CDR MILKEY	CO CAPT BELMONDO	
P. CARROLL (e)	05/06	CG ACTIVE	APRIL	(XO) CDR MILKEY	CO CAPT BELMONDO	MLCPAC (mdl)	
K. NGUYEN (k)	08/02	PHS	JUNE	(k) CAPT CASTRO	K	COMDT(G-WK)	
M. MUNNERLYN (pw)	07/05	CG ACTIVE	MAY	(P) CDR ALDANA	XO CDR MILKEY	CO CAPT BELMONDO	
<b>LT</b> M. ROEBUCK (pf)	07/04	CG ACTIVE	MAY	(FOT) (pf) LT MOOSE	(p) CDR ALDANA	XO CDR MILKEY	
S. SKAGGS (k)	08/07	CG ACTIVE	MAY	(k) CAPT CASTRO	XO CDR MILKEY	CO CAPT BELMONDO	
<b>CWO</b> W. CHEW (k)	07/06	CG ACTIVE	APRIL	(K) CAPT CASTRO	XO CDR MILKEY	CO CAPT BELMONDO	
D. WESTMORELAND (pa)	08/06	CG ACTIVE	JUNE	(p) CDR ALDANA	XO CDR MILKEY	CO CAPT BELMONDO	
D. BELCHER (pa)	06/03	CG RESERVE	JUNE	(csb) CWO2 WESTMORELAND	(p) CDR ALDANA	XO CDR MILKEY	
S. MERCHANT (pf)	08/04	CG ACTIVE	JUNE	(FOT) (pf) LT MOOSE	(P) CDR ALDANA	XO CDR MILKEY	
W. LEVITCH (fp)	07/05	CG ACTIVE	JUNE	(F) LT VARGAS	XO CDR MILKEY	CO CAPT BELMONDO	
E. MARTIN (ep)	07/05	CG ACTIVE	JUNE	(e) LCDR CARROLL	XO CDR MILKEY	CO CAPT BELMONDO	

# Integrated Support Command Seattle, SOP

## Appendix - B

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### 4. Collateral Duty List

Duty	Assigned to	Responsible Division
Area Housing Authority	Captain Belmondo	C
Area Housing Officer	Mr. Steve Jansen	P
Asbestos Coordinator	Mr. Gene Melang	E
Audio/Visual Custodian	ETC Sunga	E
Audit Board Chairman	LT Vargas	F
Awards Board Chairman	CDR Milkey	C
CITIBANK Coordinator	YNC McIntyre	P
CITIBANK Coordinator (Alternate)	YNCS Tuchman	P
Civil Rights Officer	MLCPAC	
Collateral Duty Civil Rights Officer	LCDR Munnerlyn	P
Collateral Duty Civil Rights Officer (Asst)	CWO Westmoreland	P
Casualty Assistance Calls Officers	Any CPO or above	P
Chief Master-at-Arms	ETC Sunga	E
Classified Material Control Officer	CWO Merchant	P
Clinical Quality Assurance Coordinator	CDR Garvin	K
Addictions Representative (Primary)	ETC Sunga	E
Addictions Representative (Alternate)	FS1 Hermes	F
Color Guard Coordinator	SKC Pawlowski	F
Command Master Chief	SKCM Nies	F
Commute Trip Reduction Coordinator	SKC Weitzel	F
Decedent Affairs Officer	YNCS Tuchman	P
Decedent Affairs Officer (Alternate)	CWO Westmoreland	P
Drug Urinalysis Coordinator	ETC Sunga	E
Drug Urinalysis Coordinator (Alternate)	DCC Harold	P
Education Services Officer	CWO2 Merchant	P
Energy Conservation Officer	LCDR Carroll	E
Fire Marshall for ISC	Mr. George Malay	E
Freedom of Information Act Officer	CWO Westmoreland	P
Funds Manager (All OE Accounts)	Mercedes Harper	F
Hazardous Material Coordinator	Ms. Bobbie Battaglia	E
Hazmin Center Supervisor	Ms. Bobbie Battaglia	E
Health Benefits Advisor	HSC McGhee	K
Human Relations Council Chair	YN2 Solbach	P
RAPIDS/DEERS Liaison	YNC McIntyre	P
Information Services Officer	CWO Westmoreland	P
Key Control Officer	Craig Aho	E
Local Housing Authority	CDR Aldana	P
Local Housing Officer	Karen Brooks	P
Local Systems Manager	YN1 Diaz	P
FPD Administrator	Ms. Mercedes Harper	F
FPD Assistant Administrator	SK2 Charlene Garcia	F

*Continued on next page*



**Integrated Support Command Seattle – SOP**  
**Appendix - B**

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**4. Collateral Duty List, ContinueP**

<b>Duty</b>	<b>Assigned to</b>	<b>Responsible Division</b>
Mass Transit Program Manager	CWO Levitch	F
Morale Committee Officer	CWO Chew	C
Unit Morale Fund Custodian	CWO Chew	C
Regional MWR Fund Custodian	Art Graddy	F
CGMA Regional Director	CAPT Belmondo	C
CGMA Asst. Regional Director	CDR Milkey	C
CGMA Unit Representative	CDR Aldana	P
CGMA Regional Director Rep	LCDR Munnerlyn	C
CGMA Unit Assistant	CWO Westmoreland	P
CGMA Assistant Unit Rep.	YN1 Diaz	P
Ombudsman Coordinator	Mr. Dave Sweeney	P
OCONUS Screener	CWO Westmoreland	P
OCONUS Screener (Alternate)	YNCS Tuchman	P
Patient Advisory Committee Chairman	CAPT Castro	K
Pharmacy Officer	CDR Garvin	K
Property Officer	SKC Pawlowski	F
Personnel Property Manager	SKC Pawlowski	F
Planning Officer	LCDR Moose	P
Public Affairs Officer	YNCS Gordy	P
Radiation Safety Officer	CDR Bajpayee	K
Regional Funeral Honors Coordinator	SKC Pawlowski	F
Respiratory Protection Coordinator	MST2 Hoskins	K
Unit Safety Officer	MST2 Hoskins	K
Safety Board Chair	CDR Milkey	C
Safety & Environmental Health Officer	CDR Bajpayee	K
School Partnership Program	CWO Martin	E
Security Officer (Command)	CWO Martin	E
Security Officer Assistant	LCDR Carroll	E
Security Officer (Physical)	CWO Martin	E
Senior Watch Coordinator	CWO Martin	E
Sponsor Program Coordinator	Mr. Dave Sweeney	P
Survey Officer	LT Vargas	F
TQM Coordinator	Ms. Terri Hostbjor	P
Training Board Chairman	CDR Milkey	C
Training Officer	LT Roebuck	P
Training Petty Officer	YN2 Kirker	P

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*Continued on next page*

**Integrated Support Command Seattle, SOP**  
**Appendix - B**

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#### **4. Collateral Duty List, Continued**

<b>Duty</b>	<b>Assigned to</b>	<b>Responsible Division</b>
Unit Wellness Coordinator / HPC	YN3 Calvert/SN Brubaker	P
U.S. Navy League Liaison	LT Vargas	F
Vehicle Decals	YNC McIntyre	P
Vehicle Officer	Mr. Steven Van Horn	F
Voting Officer	Mr. Steve Jansen	P
Web Master	FS1 Hermes	F
Weight Program Coordinator	YN2 Tarpley	P
CG Exchange Liaison	LT Vargas	F

**Note:** Responsibility for the following annual campaigns have been assigned to a Division Chief as indicated in parenthesis:

CFC Campaign Coordinator (f) – Sept/Oct  
CGMA Campaign Coordinator (p) – March (Work-Life)  
Savings Bond Campaign Coordinator (k) - May

**Integrated Support Command Seattle – SOP**  
**Appendix - B**

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**5. “By Direction” Signature Authority**

<b><u>Name</u></b>	<b><u>Assigned to</u></b>	<b><u>Responsible Division</u></b>
CDR J. Milkey	XO	C
LCDR P. Carroll	Facilities Engineer	E
CWO E. Martin	Port Services Branch Chief	E
LT Vargas	Comptroller	F
SKCM L. Nies	Command Master Chief	F
CWO W. Levitch	Comptroller – Procurement Branch	F
CAPT A. Castro	Senior Medical Officer	K
CDR D. Garvin	Pharmacy Officer	K
CWO W Chew	Clinic Administrator	K
HSC K. McGhee	Health Supervisor	K
CDR B. Aldana	Personnel Officer	P
Mr. Steve Jansen	Area Housing	P
Mr. James Pyles	Area Housing	P
LT M. Munnerlyn	Work-Life Branch Chief	P
LCDR Moose	(FOT) Branch Chief	P
LT M. Roebuck	(FOT Training	P
CWO D. Westmoreland	Administration Officer	P
CWO S. Merchant	Educational Services Officer	P
Mr. Dave Sweeney	Relocation Assistance Manager	P
CWO Doug Belcher	Reserve Administration Officer	P
YNCS Nadine Gordy	(FOT) Branch	P

# Integrated Support Command Seattle, SOP

## Appendix - B

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### 6. ISC Seattle Boards and Committees

#### **Audit Board**

LT Vargas – Chair

#### **Awards Board**

CDR Milkey – Chair  
CAPT Castro  
CDR Aldana  
LT Vargas  
LCDR Carroll  
SKCM Nies

#### **Budget Review Board**

CDR Milkey – Chair  
CAPT Castro/CWO Chew  
CDR Aldana  
LT Vargas  
LCDR Munnerlyn  
LCDR Carroll

#### **Controlled Substance Audit Board**

President- FSCS Gordy

#### **D13 IMAT**

Ms. Kristin Cox

#### **Human Relations Committee**

YN2 Solbach - Chair  
YN1 Kirker – Vice Chair  
YN3 Shields – Secretary  
Ms. Shirley Dujardin  
Ms. Jamie Belouskas  
Mr. Art Graddy  
Mr. Craig Aho  
YN3 Cypert  
SK2 Charlene Garcia  
SK2 Huber  
FS2 Leffew  
OS1 Nussbamer  
LT Vargas  
OSCS Koons  
LCDR Munnerlyn

#### **Local System Managers**

SK1 Judd  
SK1 Beasley  
Mr. Dave Sweeney  
Mr. Robert Hoiby

#### **Morale Committee**

CWO Chew- Morale Officer  
SKCM Nies-Chair Advisor  
YN2 Rocklage - Chair  
SK2 C. Garcia – Vice Chair  
Ms. Rebecca Ferrell - Secretary  
Ms. Carshena Harvin  
Mr. Victor Martinez  
Mr. Byron Foley  
HS1 Horan  
FS1 Weingarten

#### **MWR/Morale Audit Board**

ALL PO1's in Comptroller

#### **MWR Bank Account Recon. Verification**

All FS's

#### **Quality Assurance Focus Group**

All Medical Personnel

#### **Safety Board**

CDR Milkey – Chair  
CDR Bajpayee  
LCDR Carroll  
MST2 Hoskins  
Mr. Gene Melang  
Mr. George Malay  
YN2 Solbach  
Mr. Victor Martinez

#### **Senior Leadership Team**

CAPT Belmondo  
CDR Milkey  
CAPT Castro  
CDR Aldana  
LCDR Carroll  
LT Vargas  
SKCM Nies  
Mr. Dave Sweeney

#### **Training Board**

LCDR Moose – Chair  
OSC Koons – Training Officer  
All Branch Chiefs  
CWO2 Merchant

#### **Web Authors**

YN3 Cypert – CSB  
FS1 Hermes – WEB MASTER  
Mrs. Jamie Belouskas - CMD  
YN2 Rocklage – FOT  
SK1 Beasley - Housing  
Mr. Sweeney – WKL  
FS3 John Disibio - Galley  
Mr. Art Graddy - MWR

#### **EEOC**

Ms. Jamie Belouskas  
Ms. Barbara Herry

#### **Drug Urinalysis Observers:**

All 1<sup>st</sup> Class PO's and CPO's  
with exception of HS's and  
YN's

#### **Mail Room Personnel** Manager – SKC Pawlowski

# **Integrated Support Command Seattle Standard Operating Procedures**

## **Appendix B**

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**Integrated Support Command Seattle Standard Operating Procedures**  
**Appendix C**

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**PUBLIC AFFAIRS**

**1. General**

- 
- |                     |   |
|---------------------|---|
| <b>a. Reference</b> | (a) Public Affairs Manual, COMDTINST M5728.2B |
|---------------------|---|
- 
- |                      |  |
|----------------------|--|
| <b>b. Discussion</b> | The Coast Guard will make available to the public all information which is not classified, privileged, protected by the provisions of the Privacy Act, or exempted by the provisions of the Freedom of Information Act. The following sets forth the proper conduct of ISC personnel when dealing with members of the media. |
|----------------------|--|
- 
- |                      |   |
|----------------------|---|
| <b>c. Procedures</b> | <ul style="list-style-type: none"><li>• With the exception of the topics specified above, ISC personnel are authorized to release any information with which they are directly involved.</li><li>• Always be honest with the media. If you don't know an answer, say so. If you can't release the answer, explain why.</li><li>• Don't withhold significant information simply because the reporter failed to ask exactly the right question.</li><li>• Don't speculate; don't guess. Make sure you double check your facts before you release them.</li><li>• If able, select a good location for the interview: In front of a cutter is always good. Avoid dreary, non-identifiable (non-Coast Guard) backdrops or areas with a lot of background noise.</li><li>• Maintain good posture during the course of the interview and be conscience of your voice inflection. Words transmit only about 10% of the message to the viewers; body language accounts for 55% and tonality 35%.</li></ul> |
|----------------------|---|
-

# Integrated Support Command Seattle Standard Operating Procedures

## Appendix C

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## 2. Public Affairs Strategy

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### a. Discussion

To increase the local community's knowledge of the specific missions of Integrated Support Command Seattle and the Coast Guard in general, the following strategy has been developed for executing public affairs during fiscal year 2006.

- The Public Affairs Officer will seek opportunities to coordinate public tours of the ISC. Requests for tours of afloat commands and tenant commands will usually be referred to those commands or D13 Public Affairs.
  - The Public Affairs Officer will communicate with the Thirteenth District Public Affairs Office to notify the local media of major events scheduled onboard the ISC. Major events include, but are not limited to; Change-of-Command ceremonies, arrivals and departures of afloat units, community service events, and Coast Guard responses to traditional Coast Guard missions (e.g. SAR, Maritime Safety, Natural Disasters, etc.)
  - The Public Affairs Officer will support the ISC's Partnership-in-Education (PIE) effort and seek opportunities to organize a community service/relations event on a quarterly basis.
  - The Public Affairs Officer will keep the ISC's Fleet Hometown News Release Forms up-to-date.
-

**Integrated Support Command Seattle Standard Operating Procedures**  
**Appendix D**

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**ISC SEATTLE PRE-MISHAP PLAN**

**1. General**

---

<b>a. Reference</b>	(a) Safety and Environmental Health Manual, COMDTINST M5100.47
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<b>b. Discussion</b>	It is Coast Guard policy that mishaps be reported. Prompt mishap investigation and reporting provides supervisors and managers with information to prevent additional mishaps and to prioritize resources. In accordance with the above reference a mishap is defined as any unplanned, unexpected or undesirable event causing injury, occupational illness, death, or property damage/loss.
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<b>c. Procedures</b>	<ul style="list-style-type: none"><li>• During the rescue and recovery phase, ISC Clinic EMS personnel shall respond during regular duty hours. Seattle Fire and Rescue may be called if the event is beyond ISC Clinic EMS capabilities. After normal working hours the CDO shall determine if the incident requires additional assistance beyond his or her capabilities and shall notify Seattle Emergency Response personnel and their chain of command.</li><li>• Contact phone numbers are as follows:<ul style="list-style-type: none"><li>○ Seattle EMS 217- 8911.</li><li>○ For Clinic EMS for emergencies during normal work hours dial X333.</li></ul></li><li>• ISC Seattle will maintain an MOU with Seattle Fire Department for emergency assistance. Annual drills shall be conducted to familiarize Seattle Fire Department personnel with ISC Seattle facilities.</li><li>• Preservation of evidence: Unit personnel shall secure the mishap scene; collect any information (e.g., maintenance records, daily logs, or reports) which may hold clues to the cause of the mishap. Refer to reference (a) Chapter 3 I. for detailed instructions.</li></ul>
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## Appendix D

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### 1. General, Continued

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#### c. Procedures (cont'd)

Reporting phase. The following procedures shall be followed, as appropriate, when a mishap is reported:

- Responding personnel shall make an initial determination as to the severity of the mishap. (See Enclosure (1) for classification criteria.)
- Responding personnel shall contact the CDO, x6410, XO, x6406, CO, x6405, Safety Environmental Health Officer, x6341, or Unit Safety Coordinator, x6342.
- Immediately report all class A & B mishaps via telephone through unit's chain of command. (See Enclosure (2).)
- Within four hours of a Class A or B mishap, report incident via telephone to Coast Guard Headquarters Command Center (G-OPF), 202-267-2100. (*Not required for off-duty Class A or B mishaps*). This initial report shall include as much information as is available and should include location, time, and the nature of any injury to personnel and/or damage to Coast Guard property. (See reference (a) for specific guidance).
- For class A & B mishaps send a preliminary (PRIORITY) message to Commandant (G-WKS), MLCLANT (kse), MLCPAC (kse), and PACAREA within 12 hours of the incident. See reference (a), Chapter 3 J.1.c.
- Class C & D mishap messages shall be initiated by the first line supervisor and submitted to the Executive Officer for release within 14 days (for Class C) and 21 days (for Class D) of the mishap (See reference (a), Chapter 3 J.2. for guidance).
- Reporting format shall be in accordance with reference (a), enclosure (5), (6), or (9).

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*(Continued on next page)*

# Integrated Support Command Seattle Standard Operating Procedures

## Appendix D

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### 1. General, Continued

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#### c. Procedures (cont'd)

- Next of Kin (NOK) Notifications: Although not necessarily a safety function, NOK shall be performed in accordance with COMDTINST M1000.6 (series), Chapter 11. (Unit telephone/recall list including names, home numbers and work numbers of spouses or next of kin should be part of this plan.)
- 

#### d. Investigation of mishaps.

- a. Permanent mishap board members are: Executive Officer, Unit Safety Coordinator, and the Fire Marshall. Designated alternates are the Safety Environmental Health Officer, and the Senior Health Services Technician. Members of the board must be familiar with safety procedures and requirements of reference (a), relevant directives, and preliminary mishap analysis procedures before a mishap occurs. See reference (a) for guidelines limiting the investigative actions of the unit's Permanent Mishap Board after a major mishap.
- b. Commandant will make the determination for the necessity of a Commandant appointed Mishap Analysis Board (MAB) to investigate class A & B mishaps. Every MAB shall produce a Mishap Analysis Report (MAR) in accordance with reference (a).
- c. MAB's will be appointed and convened at the discretion of Commandant (G-WKS) to investigate and report on Class A and B off duty mishaps. Commandant appointed MABs are not normally assigned for off duty personnel not on Coast Guard property involved in a class A or B mishap, (e.g., private vehicle, sporting event, hobby, or authorized outside employment). Appropriate local authority (e.g., local police or fire department) normally will investigate these mishaps. Unit shall produce MAR in accordance with reference (a) and incorporate local authority findings in the report unless directed otherwise by Commandant. (*Contact the Safety and Environmental Health Officer (ks) or MLC PAC (kse) for assistance*).
- d. All class C & D mishaps shall be analyzed and reviewed by the unit safety board.

Critical Incident Stress Debriefing (CISD). Members associated with mishaps involving serious losses will benefit from CISD. Additionally, unit members impacted by a serious loss may require extended counseling. These capabilities are available through ISC Seattle Work-life branch at x6611

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(Continued on next page)

**Integrated Support Command Seattle Standard Operating Procedures**  
**Appendix D**

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## **2. Mishap Definitions**

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**a. Class A  
Mishap  
definitions**

- The cost of reportable damage is \$1,000,000 or greater.
  - An injury or occupational illness results in a fatality or permanent total disability.
  - Coast Guard cutter, small boat, or aircraft is missing, abandoned, recovery is impossible or economically impractical, or is beyond economical repair.
  - A midair collision, regardless of the severity of injury or amount of damage.
  - Cases where Coast Guard personnel are missing or missing in action.
- 

**b. Class B  
Mishap  
definitions**

- A nonfatal injury and/or occupational illness resulting in permanent partial disability.
  - Three or more personnel are inpatient hospitalized.
  - The resulting property damage is \$200,000 or more, but less than \$1,000,000.
  - For small boats 30 feet in length or greater, damage is \$50,000 or more.
  - For small boats less than 30 feet in length, damage is equal to or greater than half of the replacement cost of the boat.
- 

*Continued on next page.*

# Integrated Support Command Seattle Standard Operating Procedures

## Appendix D

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### 2. Mishap Definitions, Continued

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#### c. Class C Mishap definitions

- A nonfatal injury of occupational illness which results in any loss of time from work beyond the day or shift on which it occurred. This includes individuals placed on limited duty for more than 30 consecutive days.
  - The property damage is \$20,000 or more, but less than \$200,000.
  - A person falls overboard accidentally from a vessel, a pier or other structure or equipment associated with Coast Guard operations.
  - Any grounding, capsizing rollover or knockdown greater than 90 degrees from an even keel, which does not meet higher reporting criteria.
- 

#### d. Class D Mishap definitions

- A nonfatal injury or occupational illness that requires more than simple first aid treatment that does not meet the criteria of a class C mishap (no lost time). This includes individuals placed on limited duty for less than 30 consecutive days.
  - The property damage for non-aviation mishaps is \$1,000 or more but less than \$20,000.
  - The property damage for aviation mishaps is less than \$20,000.
  - An accidental firearm discharge or an electric shock occurs that does not meet the criteria of a higher classification.
  - A near midair collision (NMAC) occurs. Report as a Flight-Related Class D mishap.
  - Near Misses/High Potential (HIPO) Events. Near mishaps, lessons learned events or other events with a High Potential (HIPO) for injury, and damage of Coast Guard wide implications are reportable as Class D mishaps, even though they result in MINIMAL or NO DAMAGE OR PERSONNEL INJURY.
  - Other Aviation Reportable Mishaps.
- 

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**Integrated Support Command Seattle Standard Operating Procedures**  
**Appendix D**

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**2. Mishap Definitions, Continued**

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**e. Class E  
Mishap  
definitions**

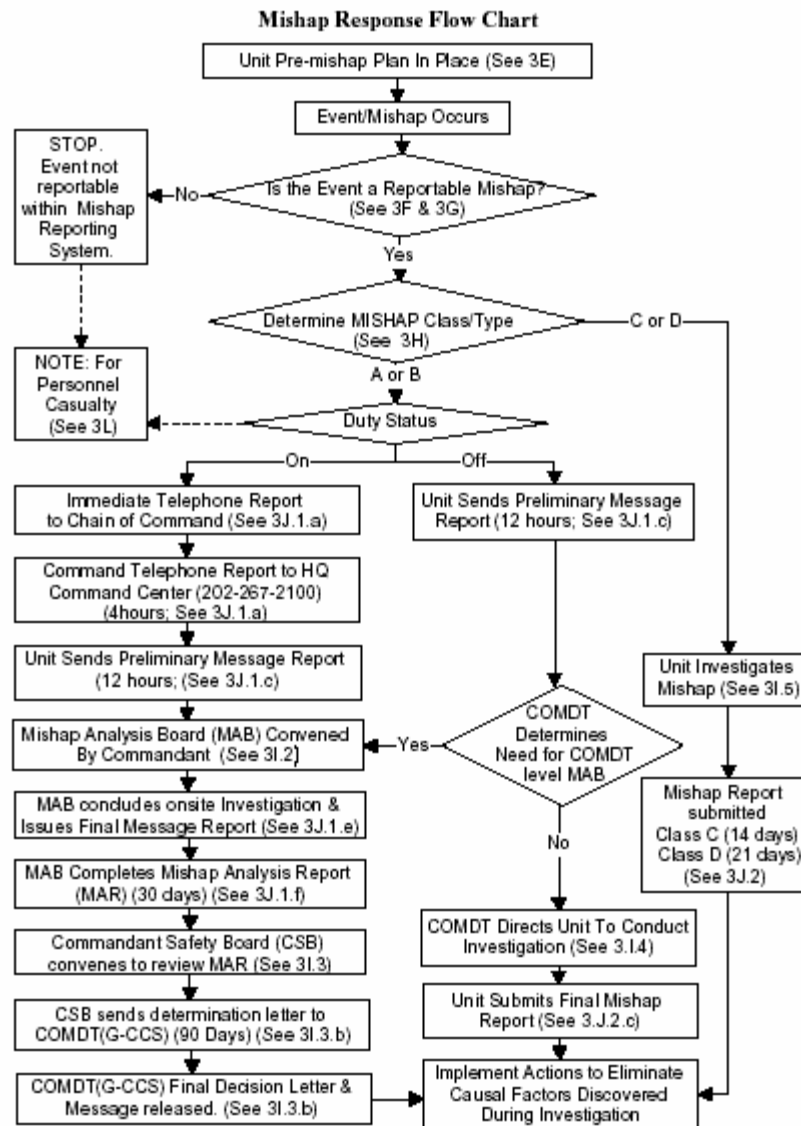
Aviation mishaps involving engine damage only, regardless of the damage cost. If the damage is not contained or not limited to the engine (i.e., airframe, props, rotors, non-airframe damage or injury), the mishap will be reported and investigated according to the appropriate mishap Class. (Class E mishaps can be Flight, Flight-Related or Ground.) Class E incidents also include Foreign Object Debris (FOD) Damage Incidents.

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# Integrated Support Command Seattle Standard Operating Procedures

## Appendix D

### 3. Mishap Response Flow Chart



# Integrated Support Command Seattle Standard Operating Procedures

## Appendix D

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### 4. Reportable Mishaps

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#### a. Reportable Mishaps

##### 1. Injury/Illness:

- Coast Guard active duty military personnel injured, missing, missing in action, or killed, on or off duty.
- Coast Guard civilian personnel injured, missing, missing in action, or killed while performing Coast Guard work, on or off Coast Guard property.
- Any occupational injury or illness reported on a Form CA-1 or CA2 to the Office of Worker's Compensation, Department of Labor, is a reportable mishap.
- Coast Guard Reserve personnel injured, missing, missing in action, or killed while on active duty. This includes Active Duty for Training (ADT), Active Duty for Special Work (ADSW), or Inactive Duty for Training (IDT).
- Coast Guard Auxiliary personnel injured, missing, missing in action, or killed while under orders.
- Coast Guard contractors injured or killed while working on Coast Guard property or equipment.
- Non-Coast Guard personnel and visitors injured, missing, or killed on Coast Guard property or as a result of Coast Guard Controlled or supervised activities.
- Coast Guard military or civilian personnel who develop an illness which may reasonably be ascribed to an immediate (acute) or long term (chronic) exposure to chemical or physical agents in the workplace. For chronic exposure, a mishap report shall be initiated upon first diagnosis of the illness.
- Coast Guard Exchange System (CGES) personnel killed or injured while performing Coast Guard Work.

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**Integrated Support Command Seattle Standard Operating Procedures**  
**Appendix D**

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**4. Reportable Mishaps, Continued**

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**a. Reportable  
Mishaps  
(cont'd)**

**2. Property Damage:**

- Damage to Coast Guard afloat or ashore facilities or aircraft.
- Damage to non-Coast Guard facilities as a result of Coast Guard operations.
- Personal property owned by Auxiliary units or Auxiliarists under orders that is damaged in the course of duty.

**3. Other:**

- Accidental firearms discharge.
- Electrical shocks.
- Fall overboard from vessels or supporting equipment and facilities.
- Vessel Rollovers and Knockdowns (in excess of 90 degrees from an even keel).

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*(Continued on next page)*



# Integrated Support Command Seattle Standard Operating Procedures

## Appendix D

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### 5. Non-reportable Mishaps

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#### a. Non-Reportable Mishaps

- Suicide, homicide or other malicious and intentional acts that result in physical harm or property damage.
- Illnesses that are not the result of an occupational exposure.
- Intentional damage or injury including damage of injury caused by hostile action, malicious acts of sabotage or arson, law enforcement action ordered by competent authority, intentional damage or destruction for R & D purposes.
- Conditionally Predicated Damage or Damage That Cannot Be Reasonably Prevented. Damage from storms, range or forest fires and floods.
- Normal wear and tear. Do not report damage, malfunctions or failures of equipment or components due to normal wear and tea, if it has a fixed useful life less than the complete system. These items are subject to periodic inspections, maintenance and replacement, and are **NOT** reported as mishaps.

Many of these incidents, while not considered “mishaps,” may require reporting under the Personnel Manual COMDINST M1000.6 (series) casualty reporting system.

The above listing is to be used as a quick reference to determine whether an incident is a reportable or non-reportable mishap. More detailed information can be found in reference (a).

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**Coast Guard Integrated Support Command Seattle**



# **Customer Service Handbook**

**“Where Service Reigns!”**

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# Integrated Support Command Seattle, Standard Operating Procedures Customer Handbook

## A. Port Services

### 1. General

**a. General** The ISC provides a variety of port services to both permanently assigned and visiting ships. ISC sets regulations for providing these port services and assigns certain responsibilities to the Senior Officer Present Afloat (SOPA).

**b. Point of Contact** ISC services are coordinated by the Port Services, a branch of Facilities Engineering Division. Contact that branch by phone, message, or letter to request services.

**c. ISC Port Services** ISC Seattle provides the following port services

Services	Description
Vessel Status	ISC Port Services Branch maintains vessel status information and distributes updates to tenant commands as appropriate.
Berths	ISC assigns berths; assignment will be based on operational needs as coordinated with SOPA.
Logistics	ISC will arrange logistics as requested via LOGREQ including arranging delivery of foodstuffs, parts, crane service, and tug service. Requests must cite unit funding. ISC coordinates arrangements for arrivals and departures. ISC acts as SOPA when no cutters are present.
Fuel	ISC does not handle fuel requests. Procedures for fueling evolutions are in Section A-3 of this enclosure.
Notifications	ISC will notify unit ombudsmen, spouses' clubs, etc., upon request.
Stowage	ISC has limited space for secure and inside stowage available upon request. Any pier side stowage must be requested and approved by ISC in advance.
Utilities	ISC provides utility services without charge to Coast Guard cutters with the exception of telephone services. Utility services provided to non-Coast Guard visiting ships may be subject to reimbursement.

*(Continued on next page)*

# Integrated Support Command Seattle, Standard Operating Procedures Customer Handbook

## 1. General, continued

**d. SOPA Responsibilities** The afloat tenant with the senior Commanding Officer assumes duty as SOPA, Pier 36, Seattle, WA. SOPA is responsible for the following:

Responsibility	Description
Appearance	SOPA ensures all ships maintain a smart and military appearance. Ships answer to SOPA for their berth (or entire pier if only ship at pier) regarding policing and daily sweep down, proper disposal of trash and garbage, ensuring dumpster covers are closed except when making disposals, and ensuring berth is tidy upon departure. SOPA ensures items such as dumpsters, boxes, or other loose gear is secured during high wind.
Evolutions	SOPA coordinates all evolutions involving more than one ship.
Liaison	SOPA provides liaison as necessary with the ISC and other concerned commands to facilitate pier side activity. SOPA coordinates local assistance with shipboard emergencies.
Line handlers	SOPA provides line handlers for arriving and departing ships.
Colors	SOPA initiates colors per ATP-1 and DNC-27. Ships acknowledge PREP and conduct colors according to SOPA.

**e. Cutter Responsibilities** Each cutter must observe ISC and SOPA regulations and provide assistance as requested. Cutters are responsible for the following:

Responsibility	Description
Line handlers	Provide line handlers as directed by SOPA.
Military Customs	Observe traditional military customs including courtesy calls on SOPA and Commanding Officer, ISC.
Mail	Pick up and deliver mail to ISC mailroom. ISC will pick up mail at the Seattle Fleet Post Office for delivery upon arrival if requested in the LOGREQ.
LOGREQ	Prepare in the format specified in NWP-7A. Address to COGARD INT-SUPRTCOM SEATTLE for action, to SOPA (ADMIN) Puget Sound, and COMCOGARD Sector Seattle for information. Submit at least 3 working days prior to arrival. WPBs desiring use of floating piers are to submit berthing requests to COMCOGARD Sector Seattle with info to ISC.
Departures and operation plans	Keep SOPA and ISC advised of operational intentions. Advise ISC by telephone or message at least 24 hours prior to departure.
Cleanliness and safety	Provide work force upon request to ensure pier cleanliness and safety.

# Integrated Support Command Seattle, Standard Operating Procedures

## Customer Handbook

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## 2. Berths and Services

---

<b>a. General</b>	ISC has 4 berths at Pier 36 (Alpha/Bravo) and 37 (Charlie/Delta). This enclosure describes the berths and available services. All permanent and visiting vessels shall request berthing and services, at which time Port Services Branch will utilize the Port Services Checklist, Figure A-2-1. Services include:
<b>b. Services</b>	<p>Services Include:</p> <ul style="list-style-type: none"><li>• Fresh water</li><li>• Sewage disposal</li><li>• Cable television</li><li>• Telephone service</li><li>• Fire water</li><li>• Electrical service</li><li>• Garbage dumpsters</li><li>• Public telephones</li></ul>
<b>c. Piers</b>	ISC Port Services Branch can provide current information on berth lengths, controlling depths, and services provided at pier 36 and 37. Figure A-2-2 describes berths and services in detail.
<b>d. Problems and malfunctions</b>	Report any problems or malfunctions with berth services to ISC Facilities Engineer or the CDO after hours.
<b>e. Connections</b>	Cutters furnish their own cables, hoses and couplings, make and break their own connections, and ensure all valves are tightly shut after the connections are broken. Sewage shoretie hoses shall only be discharged through installed meters.
<b>f. Trash pickup</b>	Dumpsters are emptied three times a week. Contact ISC Comptroller for additional pickups, relocating dumpsters, or extra dumpsters.



# **Integrated Support Command Seattle, Standard Operating Procedures Customer Handbook**

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**Integrated Support Command Seattle, Standard Operating Procedures  
Customer Handbook**

**Figure A-2-1-- Port Services Checklist**

<b>Vessel Name</b>		<b>Arrival Date</b>	<b>Departure Date</b>
<b>Length:</b>	<b>Beam:</b>	<b>Draft:</b>	

**Requests for moorage at pier 36 are accepted if made by:**  
 1. LOGREQ MSG DTG  
 2. Letter to Commanding Officer ISC Seattle  
 3. Phone call to Security/Port Services Branch

<b>Upon notification the following checklist will be followed (Y/N)</b>		<b>Yes</b>	<b>No</b>
<b>1</b>	Electrical Shore Tie. 440V 3 phase		
<b>2</b>	Sewage. 4" CAMLOK fittings		
<b>3</b>	Fresh Water. 1 1/2" hose		
<b>4</b>	Fire Main. 2 1/2", hose		
<b>5</b>	Phone Service. 2-6 phone lines available		
<b>6</b>	Determine: VSL's homeport:		
<b>7</b>	VSL's Commanding Officer:		
<b>8</b>	Brows and/or Platform		
<b>9</b>	If non-CG, obtain reason why CG pier space is needed:		
<b>10</b>	Other requests:		
<b>11</b>	Check VSL status for pier availability. Assigned Berth		
<b>12</b>	Notify ADMIN Officer if mail delivery/admin support is requested		
<b>13</b>	Notify FE of upcoming VSL arrival if crane services are requested or needed  Who received the call: _____		
<b>14</b>	Arrange phone service through ESU Seattle's TT  Who Received the call: _____  Numbers assigned:		
<b>15</b>	Arrange for line handlers through SOPA or if no VSL's are here, ISC will act as SOPA.  SOPA will be:  Who received the call:		
<b>16</b>	Ensure LOGREQ is answered IAW NWP 10-1-10 (operational reports). DTG of reply:		

*(Continued on next page)*

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**Figure A-2-1—Port Services Checklist, Continued**

<b>Vessel Name:</b>		<b>Yes</b>	<b>No</b>
<b>17</b>	Contact D13 (dpa)		
<b>18</b>	Take initial meter readings for all utility services		
<b>19</b>	Revise VSL sttus sheet		
<b>20</b>	Ensure master of VSL is notified to make a courtesy call to CO ISC and SOPA upon arrival		
<b>21</b>	Clear designated berth of vehicles		
<b>22</b>	Ensure visiting vessel receives :		
<b>A</b>	ISC Information sheet		
<b>B</b>	Base regulations		
<b>C</b>	Phone books: white, yellow, and D13 (if from other district)		
<b>23</b>	Television cable		
<b>24</b>	Outcome of other requests:		
<b>25</b>	List any property loaned to visiting vessel:		
	<b>The following items are to be completed in connection with vessel departure</b>		
<b>26</b>	Ensure departure time is accurate		
<b>27</b>	Arrange line handlers through SOPA, or if no VSL's are here, Integrated Support Command will act as SOPA.  SOPA will be: _____  Call received by: _____		
<b>A</b>	Arrange for crane service for brow, if needed.  Call received by: _____		
<b>28</b>	Ensure the following are returned:		
<b>A</b>	Base regulations		
<b>B</b>	Phonebooks: white, yellow, and D13		
<b>29</b>	Television cable		
<b>30</b>	Ensure all loaned items are returned to ISC		
<b>31</b>	Ensure pier is free from trash and debris		
<b>32</b>	Notify ESU Seattle TT's concerning the phones		
<b>33</b>	Take final meter readings for all services		
<b>34</b>	Ensure sewage hoses are flushed by ship prior to disconnect		

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## Figure A-2-2. Berths and Services at ISC

**a. General** There are four berths, each about 500 feet long. See Site Map, Chapter 1-D for berth designations.

**b. Depths** A detailed sounding survey for the pier 36/37 slip and approaches is available in the Facilities Engineering Office. Depths are passed on Mean Low Lower Water (MLLW) from a February 1988 NOAA survey:

Berth	Pier Face Depth	40 Ft Off Pier Face
A	39 Feet	39 Feet
B	39 Feet	39 Feet
C	39 Feet	39 Feet
D	39 Feet	39 Feet

**c. Winds** Winds are predominantly from the southwest, occasionally from the north.

**d. Tides** Tidal currents run generally in a north-south direction and are normally weak. The Tidal Current Tables (Elliot Bay) has details.

**e. Services** Each berth has the below services. Report malfunctions to ISC Seattle Port Services Branch (217-6411) during working hours; non-working hours to ISC CDO (217-6410).

Service	Description
Fresh Water	Fresh water connections and valves are in blue manholes. Each station has a freeze protection valve; a pressure reduction valve set at 50 psi, and a double check valve. Discharge side ends with a 2 1/2" male fitting. Cutters furnish own hoses and couplings, make and break own connections, and ensure valves are shut tight after connections are broken. Cutters should take precautions to prevent water supply contamination. No sea valves should be opened or pump pressures applied which may back salt water or contaminated fresh water into shore mains. Reliance solely on non-return check valves is not considered adequate.

*(Continued on next page)*

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**Figure A-2-2 – Berths and Services at ISC, Continued**

**e. Services  
(cont'd)**

<b>Service</b>	<b>Description</b>			
Fire Water	Fire water connections and valves are in red manholes. Each has a freeze protection valve and a double check valve. Discharge side ends with a 2 1/2" male fitting. Cutters furnish own hoses and couplings, make and break own connections, and ensure valves are shut tight after connections are broken.			
Sewage	Sewage disposal connections and valves are in yellow manholes and require a 10cm (4") CAMLOK fitting. Cutters make and break own connections, ensure valves are shut tight after connections are broken. All sewage discharges must be through meters installed at sewer vaults. Flush hoses after use.			
Electrical	<p>Electrical connections are in gray boxes next to the bullrail. A maximum of 1800 amps is available at berths ALPHA and BRAVO. A maximum of 3200 amps are available at berths CHARLIE AND DELTA. All outlets are 480 volt with three phase rotation A-B-C.</p> <p>NATO standard male plugs are required for electrical connections. Home-ported ships furnish own power cables; make and break own connections. Visiting ships must request cable via LOGREQ. SOPA or the ISC shall assist in making/breaking connections.</p> <p>The following table describes the exact power capabilities of each berth. Note that capabilities vary significantly, requiring specific mooring configurations by each cutter class.</p>			
Cable Television	<b>Berth</b>	<b>Power Station</b>	<b>Number of Receptacles</b>	<b>Receptacle Amperage Rating</b>
	Alpha	Alpha-1 (west)	2	One 400 amp/One 200 amp
		Alpha (east)	5	Four 400 amp/One 200 amp
	Bravo	Bravo-1 (west)	2	One 400 amp/One 200 amp
		Bravo (east)	5	Four 400 amp/One 200 amp
	Charlie	Charlie-1 (east)	5	Four 400 amp/One 200 amp
		Charlie-2 (west)	9	Eight 400 amp/One 200 amp
	Delta	Delta-1 (east)	9	Eight 400 amp/One 200 amp
		Delta-2 (west)	5	Four 400 amp/One 200 amp
	Cable television connections are provided in each berth. ISC can furnish cables; ships make and break own connections.			

*(Continued on next page)*

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**Figure A-2-2 – Berths and Services at ISC, Continued**

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**e. Services  
(cont'd)**

Dumpsters	Users police the ground around dumpsters. Should a dumpster need to be re-located, emptied, or if extra dumpsters are required, call ISC Seattle Comptroller (217-6420).
Public Telephones	Public telephones are located midway on each pier and at the main entrance of Building 1.
Shore Storage	Afloat tenants POLAR STAR, POLAR SEA, MELLON, HEALY, MIDGETT, and BAYBERRY are permanently assigned cages in Building Seven. Each cutter has approximately 800 square feet of floor space on the third deck. Tenants are required to use ISC standard locks to allow the Fire Marshall access for inspection. ISC is a designated waterfront facility as per Title 33 CFR, Part 126. Tenants must stow hazardous materials accordingly.
Deliveries	Deliveries addressed to vessels, received by Shipping and Receiving are promptly delivered to the respective in-port vessel. Deliveries are made within 2 days from receipt by shipping and receiving.
Hazardous Material	Bulk hazardous material storage in all warehouse spaces at Pier 36 is prohibited except at designated locations elsewhere on base. For assistance call ISC HAZMIN Center at 206-217-6454.

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# Integrated Support Command Seattle, Standard Operating Procedures Customer Handbook

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## 3. Fueling Evolutions

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**a. General** Under most circumstances, cutters arrange fueling through and perform fueling at Naval Supply Center Puget Sound Fuel Department, Manchester, WA or at a commercial facility. Each ship makes these arrangements directly with the fueling facility. This enclosure describes procedures to be followed in those rare occasions where fueling or de-fueling must be performed at ISC piers.

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**b. Procedures** Cutters and other vessels must request permission from the ISC CO via letter. Approval will be coordinated with Port Services Branch. Fueling operations via barge is the preferred method vice multiple truck deliveries.

Approval will not be granted for fuel transfers, in the opinion of the Commanding Officer, ISC, that interfere with prior commitments or operational demands of other tenant units.

If fueling is authorized, the Commanding Officer of the ship concerned will take the following actions.

Step	Action
1	Notify the Captain of the Port (Sector Seattle) and all Afloat commands at least 24 hours prior to the transfer operation.
2	Ensure that any commercial mobile oil transfer facility to be used has an approved Operations Manual and Facilities Response Plan on file with the Captain of the Port.
3	Ensure that any tank vessel being used in the operation has written Oil Transfer Procedures in accordance that 33 CFR 155.750.
4	Ensure that the vessel has written Transfer Procedures in accordance with 33 CFR 155.750 for the operation to be conducted.
5	<p>Make arrangements to have an oil containment boom deployed in the water around the vessels involved in the transfer operation. An oil containment boom is not required for the circumstances listed below. However, the spill kit provided on the pier shall be placed near the fueling operation for immediate access.</p> <ul style="list-style-type: none"><li>• When the transfer takes place from/to a vehicle on the pier.</li><li>• When small quantities of relatively volatile fuels are involved. Small quantity is defined as less than 10,000 gallons. Volatile fuels include diesel or JP fuels.</li><li>• When the cutter's Commanding Officer, upon consideration of the risks involved, verifies that a containment boom is unnecessary and not required by regulation.</li><li>• The responsible party ensures that all other regulations regarding oil pollution prevention are adhered to throughout the operation.</li><li>• Ensure fueling vehicle backs down Pier 37.</li></ul>

# Integrated Support Command Seattle, Standard Operating Procedures Customer Handbook

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## 4. Cutter Logistics

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- |                                  |   |
|----------------------------------|---|
| <b>a. Introduction</b>           | This section provides a general guide to cutters berthed at ISC on various issues.  |
| <hr/>                            |   |
| <b>b. Tugs</b>                   | <p>Cutters are required to fund their own tug services. ISC Comptroller will assist in arranging tug services for arriving ships when requested via LOGREQ. <b>Some Source of Supply Civilian Tug companies are:</b></p> <ul style="list-style-type: none"><li>• Foss Launch and Tug Co., (206)-281-3810</li><li>• Crowley Marine Services, (206)-332-8023</li><li>• Global Diving and Salvage (206)-623-0621</li></ul> <p><b>Navy tugs.</b> Dispatched from Bremerton, contact on 2830 kHz.</p>  |
| <hr/>                            |   |
| <b>c. Government Vehicles</b>    | Each cutter must arrange for any government vehicles required through the ISC Motor Pool. The ISC will assist in arranging vehicles for arriving ships when requested via LOGREQ. An inspection check-out/check-in list shall be completed by the cutter for each vehicle. Repairs for damage incurred during the period of use shall be funded by the responsible cutter. SOPA assists in picking up vehicles when requested. Cutters departing may arrange with SOPA (ISC Seattle if there is no other cutter/ship in port) for return of vehicles. |
| <hr/>                            |   |
| <b>d. Toxic fume hazard</b>      | Cutters with engine or turbine exhaust venting through their fantail should refrain from running engines during the workday. Exhaust gases present a hazard to Station boat crews while moored to the floating piers.   |
| <hr/>                            |   |
| <b>e. QM Shacks, Brows, etc.</b> | Cutters must provide and maintain their own QM Shacks, brows, etc.  |
| <hr/>                            |   |



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### 5. Dockside Evolutions

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- |                                     |  |
|-------------------------------------|--|
| <b>a. General</b>                   | These evolutions create potential hazards to personnel and may disrupt the operations of other units. It is therefore critical that these evolutions are well-planned and all local units and any visiting cutters/ships are notified well in advance. |
| <hr/>                               |  |
| <b>b. Notification requirements</b> | Prior to any major dockside evolutions, flight operation, or diving operations, while moored at ISC, vessels shall notify Port Services Branch and SOPA at least 24 hours in advance of the time and duration of the operation.                        |
| <hr/>                               |  |
| <b>c. Flight Operations</b>         | For flight operations, cutter's force shall ensure the area adjacent to the cutter is swept clean, or washed down. All trash will be removed or secured.   |
| <hr/>                               |  |
| <b>d. Diving</b>                    | For diving, ensure that code ALPHA is displayed and all safety precautions are followed.   |
| <hr/>                               |  |
| <b>e. Fueling</b>                   | Fueling operations. See section A-3 (page 9 of this section).  |
| <hr/>                               |  |

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## 6. Government Motor Vehicles

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### a. General

Each cutter must arrange for any government vehicles required through the ISC Motor Pool.

The ISC will assist in arranging vehicles for arriving ships when requested via LOGREQ.

- Cutter shall complete a vehicle inspection check sheet.
  - SOPA assists in picking up vehicles when requested.
  - Cutters departing may arrange with SOPA (ISC Seattle if there is no other cutter/ship in port) for return of vehicles. Cutters will also complete a vehicle inspection sheet and will be held responsible for funding repair of any damages.
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### 7. Parking Principles

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- a. General** ISC Seattle endeavors to promote carpooling, limit designated parking spaces to a reasonable and roughly equitable number for each tenant command, and maximize remaining open parking opportunities.
- 
- b. Designated Parking Allocation Standards**
- Cutters in berths A, B, C, or D are provided reserved parking along the pier from stem to stern of the vessel. CGC BAYBERRY is allocated 3 parking spaces. **Long term parking on ISC Seattle is no longer available for deployed cutters.** Long term parking may be available at NAVSTA Everett. Each cutter is responsible for coordinating parking at NAVSTA Everett by contacting the parking coordinator at 425-304-3449. The cutter is responsible for all transportation to/from NAVSTA Everett. Crewmembers with vehicles on extended deployment are strongly encouraged to arrange to keep their vehicles at home or off base due to the limited parking at ISC Seattle.
  - All ashore CO's receive a designated parking space. In addition, each shore command receives designated spaces for one-in-eight employees (12.5%), rounded off to the nearest whole number (e.g. a command with 23 employees will receive a CO space plus 9 others). ISC Seattle will determine where these spaces will be marked. Commands are responsible for designating identities for their allotted spaces. Spaces will be marked with positions of the designees, not names, to avoid sign-making costs. ISC Seattle will assign its designated spaces to its CO, XO, Division Officers, Branch Chiefs, and CMC.
  - Watchstanders for D13 (2), Sector Seattle (6) (*formerly Group (2), MSO (1) and VTS (3)*) are provided assigned spaces as, (as indicated in parenthesis). Watchstander spaces do not count against command allocations.
  - Government Vehicles (GV's) are assigned spaces - generally in the building 7 motor-pool. GV spaces do not count against command allocations.
  - In addition to spaces allocated to tenant commands, spaces are designated for the following positions: D13 (d), D13 CMC, Former District Commander/CO of ISC, the contract barber, the Admin Law Judge, and the security officer. By contract, four spaces are reserved for the facility maintenance private contractor. ISC Security will provide parking in visitor spaces to the Museum Curator, Retiree Council Counselor and EAP Counselor for the duration of their part time hours. A number of visitor, CGES customers, and handicapped parking spots are also marked.

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(Continued on next page)

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### 7. Parking Principles, continued

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#### **b. Designated Parking Allocation Standards (cont'd)**

- ISC Seattle is committed to encouraging carpools and vanpools and will strive to designate sufficient parking to accommodate normal peak demand for those who commute using these preferred modes.
- Patrolling of spaces by ISC Seattle will generally be targeted on visitor, carpool/vanpool, handicapped and CGES spaces. Designated parking will generally be enforced when the designee or command alerts ISC Port Services of a problem.
- Event parking (e.g. for events at Safeco Field, as well as special event functions onboard ISC Seattle) is always subject to availability. Official Coast Guard needs for parking always have priority. In general, only those persons with military identification or military service civilian identification cards will be allowed to park on board for events. Occasionally, parking onboard ISC Seattle will only be authorized for those possessing an official function ticket (e.g. D13 change of command, etc).
- Parking at Pier 36 is open to all eligible military ID cardholders. ID card holders are prohibited from parking at the ISC on a regular basis if they are not a Pier 36 employee or Coast Guard tenant member.

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### 7. Parking Principles, continued

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#### **c. Parking Rules**

Failing to follow the following rules may subject a vehicle owner to costs associated with towing their vehicle. Repeated or long-term violations can lead to suspension of parking privileges on board ISC Seattle.

- Unmarked spaces are open to anyone on a first come, first served basis. However, persons leaving a vehicle parked on board for more than 48 hours during the regular workweek must receive prior permission from ISC Port Services prior to parking overnight.
- CO, XO, D13 (d), D13 CMC, Former District Commander/CO of ISC, security guard, handicapped and watchstander spaces are reserved 24 hours a day, 7 days a week. Other designated spaces are available to anyone from 1630 to 0500 on regular workdays and all day on weekends or holidays.
- Carpool and vanpool spaces are authorized for vehicles containing 2 or more occupants (daily dashboard passes are issued at the gate). Carpool and vanpool spaces are enforced 0600-0900. After 0900, carpool and vanpool parking is available to anyone.
- Visitor spaces marked for medical, dental ID and work-life customers require a 90-minute dashboard permit issued by the gate guard.
- CGES customer parking spaces have a 30 minute limit during CGES store hours. Further, during store hours, CGES spaces may only be used while actually visiting the Exchange.
- All other visitor spaces have a 90 minute limit and are not to be used by Coast Guard employees or contractors during their regular workdays.
- New employees may be issued temporary daily passes for up to one week. After one week, employees must either get a decal or park off base. Those having special circumstances must contact ISC Port Services to extend this permitting period.

#### **d. Long Term Parking**

Long term parking is no longer available for deployed cutters or tenant commands in the foreseeable future. Long term parking for deploying cutters may be available at NAVSTA Everett. Each cutter is responsible for coordinating parking at NAVSTA Everett by contacting the parking coordinator at 425-304-3449. The cutter is responsible for all transportation to/from NAVSTA Everett.

No personal boat or motor home or recreational vehicle parking is allowed. Those having special circumstances must contact ISC Port Services.

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## B. Health and Safety Services

### 1. General

**a. Introduction** The clinic at ISC Seattle is the primary source of medical and dental care for all active duty Coast Guard personnel in the Seattle Area. The clinic also provides care to other eligible beneficiaries on a space-available basis.

**b. Location** The clinic is located on the second floor of Building 1, Room 236, ISC Seattle.

**c. Phone Numbers**

For	Call
Medical Appointments	(206) 217-6430/32
Dental Appointments	(206) 217-6431

**Hours**

<b>Clinic</b>  Note: Closed on Friday afternoons for training	0630 – 1130 1230 – 1430	Mon-Thu
	0630 – 1130	Fri
<b>Pharmacy</b>  Note: Closed on Friday afternoons for training	0645 – 1100 1300 - 1445	Mon-Fri
	0645-1100	Fri
<b>Tricare Service Center</b>	0645 – 1130 1230 – 1445	Mon-Fri

# Integrated Support Command Seattle, Standard Operating Procedures

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## 2. Medical and Dental Services

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### **a. Available services**

The following medical and dental services are available through the ISC Clinic:

- Non-emergent medical care including basic x-ray and laboratory services.
- Dental care including examinations, x-rays, cleaning, restorative work, endodontics (root canal), and minor oral surgery. Specialty care may be referred to the closest military facility.
- Routine and special physical examinations.
- Pharmacy.
- Health Benefits advice.
- Referral to DOD medical facilities, private physicians, and other civilian providers.
- Occupational Medical Monitoring.
- Optometry (through contract).
- Dental hygienist (through contract).
- Sanitation inspections.
- Health record maintenance.
- Medical board processing.
- Immunizations.
- Verification of medical bills.
- Pre appointment physicals for civilian employees.
- Emergency first aid for civilian employees hurt on the job.

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### **b. Safety and Environmental Health Services**

Provides safety and environmental health services to all units in the D13 AOR, enabling Commanding Officers to assess personnel and materiel readiness

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# Integrated Support Command Seattle, Standard Operating Procedures

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### 3. Medical/Dental Beneficiaries

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**a. Introduction** Although members of the groups below are eligible beneficiaries, personnel resources may preclude providing care to all individuals. A priority system is used to determine which groups of beneficiaries receive care. Persons who cannot be seen may be referred to a Uniformed Service Medical Treatment Facility (USMTF) or to a civilian source (paid for under TRICARE for non-active duty).

At this time only active duty members (including reservists on active duty) may receive care at the ISC clinic.

---

**b. Priority system** Members and family members of the uniformed services receive care in the following priority:

1. Active duty.
2. Family members of active duty members and family members of members who died on active duty.
3. Retirees.
4. Family members of retirees.

Note: Beneficiaries enrolled in Pacific Medical Center's USFHP are not eligible for care.

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# Integrated Support Command Seattle, Standard Operating Procedures

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### 4. Health Care for Military Personnel

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**a. General** ISC Seattle provides health care to all active duty Coast Guard personnel assigned to units in the Seattle metropolitan area. Except for personnel at units with assigned Health Services Technicians (HS), all members are required to use the ISC clinic as the primary source of medical and dental care. Figure 4-B-1 is a quick reference guide to medical care in the Seattle metropolitan area.

---

**b. Procedures for medical care** Routine medical care is by appointment. Priority is given to urgent care for same day appointments. Routine care will be given the next available appointment.

Make appointments for routine annual physicals and/or Occupational Medical Monitoring physicals.

1. Call two to four weeks in advance.
2. Cancel, if necessary, at least 24 hours in advance.

**Report anytime during normal work hours for emergencies.**

**When in doubt, call the clinic.**

After hours and on weekends and holidays, medical care is available at Naval Hospital Bremerton or Madigan Army Medical Center.

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**c. Procedures for routine dental care** To obtain dental care, call the Dental Clinic for an appointment.

Report anytime during normal work hours for emergencies.

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**d. Emergency care for Active Duty personnel** If time and the situation allow, use a USMTF. If not, call MEDIC-1 (8-911) or go to the nearest nonfederal facility. Contact your unit to advise your Commanding Officer of your status as soon as possible. (A medical emergency is defined as medically necessary care when the patient's condition is such that, in a physician's opinion, failure to provide treatment or hospitalization would result in undue suffering or endanger life or limb.).

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# Integrated Support Command Seattle, Standard Operating Procedures

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### 4. Health Care for Military Personnel, Continued

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<b>e. Administrative control</b>	Members undergoing care at ISC clinic are under the administrative control of the Chief, Health and Safety Division and are expected to follow all written or verbal orders. After receiving care, the member's command will be informed of the member's duty status.
<b>f. Uniforms</b>	The prescribed uniform of the day will be worn to the clinic unless the member is in a leave or liberty status.
<b>g. Records</b>	Members whose records are not maintained at ISC must bring their health record to the clinic when receiving treatment. Local units with clinics and/or assigned HS personnel will screen and make appropriate entries in health records prior to sending patients for appointments.
<b>h. Referral policy</b>	<p>The clinic may refer patients to a USMTF or a civilian medical facility for specialty care.</p> <ul style="list-style-type: none"><li>• Any non-federal medical care must be authorized by Tricare after screening at ISC clinic to verify that care is not available at a USMTF. This authority must be obtained prior to any referral.</li><li>• The clinic will refer patients to specialists or specialty care at other USMTF, or contract facilities and make the initial appointment. Members shall keep appointments or notify the facility at least 24 hours in advance for rescheduling. Patients shall return to the clinic following referral so the Medical Officer is made aware of the findings. Any duty status slip received from another USMTF shall be FAXED to the clinic for verification. The clinic FAX number is 206-217-6636.</li><li>• Members obtaining non-emergent care at any civilian medical facility without proper authorization are liable for all medical bills incurred.</li></ul>

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**Figure B-4-1 – Medical Care Quick Reference for Active Duty Personnel**

**a. Emergency Care** Follow this chart to determine who to contact for emergency care:

<b>IF</b>	<b>And</b>	<b>Then call</b>
At the ISC	During normal working hours	Ext. 333
At the ISC	Emergency is life threatening	Call 8-911 immediately after calling Ext. 333
At the ISC	After normal working hours	Call 8-911 or go to the nearest hospital. As soon as possible, report the emergency medical care to Commanding Officer.
Not at the ISC		Call 911 or go to the nearest hospital. As soon as possible, report the emergency medical care to your Commanding Officer.

**b Routine care** Routine medical care is by appointment only. Appointments may be made in person or by calling 217-6430. When the clinic is closed, care is available from the following sources:

<b>Facility</b>	<b>Phone Number</b>
USN Hospital Bremerton	360-478-9226
Madigan Army Medical Center - Fort Lewis	253-967-7082

**c. Health Benefit Advisors** To speak with a Health Benefits Advisor, call the ISC Clinic or any of the other units listed below

USCG ISC Seattle	206-217-6442 or 206-217-6444
Pacific Medical Center	206-326-4083
USCG MLCPAC (k)	800-942-2422
USN Oak Harbor	206-257-9543
USN Bremerton NAVHOSP	360-478-9651 or 206-478-9201
USAF McCord AFB	253-984-2257
Army Madigan AMC	253-968-2165
Tricare Service Center	888-874-9378

## **5. Health Care for Retirees and Family Members**

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**a. General**

The ISC clinic provides medical care to retirees or family members on a space available basis. The clinic has trained Health Benefits Advisors who can provide the latest information concerning TRICARE, the Active Duty Family Member Dental Plan, and available USMTF's. Health Benefits Advisors are also located at each USMTF and at the Pacific Medical Center.

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## **6. Health Care for Coast Guard Civilian Employees**

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- |                       |  |
|-----------------------|--|
| <b>a. General</b>     | In accordance with local policy, civilian employees of the Coast Guard can obtain a limited amount of health care from the ISC clinic.   |
| <hr/>                 |  |
| <b>b. Procedure</b>   | The ISC clinic is authorized to provide first aid treatment for Coast Guard civilian employees, both civil service and NAFA, that are injured on the job. Care is also provided for minor disorders (colds, sore throat, etc.) to enable the employee to complete the current work shift. The employee's civilian physician must provide any subsequent care. The employee's supervisor shall assist them in preparing forms for their respective employee compensation programs. Pre-Appointment Physicals. |
| <hr/>                 |  |
| <b>c. Emergencies</b> | In cases of medical emergency, a call to 8-911 should be made requesting assistance. Then call the medical clinic for immediate interim first aid at 333.  |
| <hr/>                 |  |

# Integrated Support Command Seattle, Standard Operating Procedures

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### 7. Smoking Prohibitions & Areas

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<b>a. Prohibitions</b>	Smoking is prohibited on board ISC Seattle except for those areas with installed signs stating "Designated Smoking Area."
<b>b. Designated Areas</b>	<p>The following locations are designated smoking areas:</p> <ul style="list-style-type: none"><li>• North side of the Museum/Bear Room, east of elevator.</li><li>• South side of Building One, south of entrance at red roof hut.</li><li>• East side of Building Two, CGES staff parking area.</li><li>• North side of Building Three, near Station Seattle door.</li><li>• North side of Building Three, near NESU entrance.</li><li>• South side of Building Three, laundry room landing.</li><li>• West side of Building Seven, section of loading dock.</li><li>• North side of Building Seven, section of loading dock.</li><li>• Northeast corner of Building Eight.</li><li>• Red roof hut near fence between BEQ and ATON building.</li></ul>
<b>c. Violations</b>	All persons--including contractors and visitors--are required to comply with this order. Violations of this ISC order are punishable under the UCMJ and/or may result in revocation of certain on-base privileges.
<b>d. Cleanliness</b>	Smokers are responsible for the cleanliness of the smoking areas. If smoking areas are not kept clean, they may be closed by order of the CMAA or Executive Officer.

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**C. Facilities Maintenance**

**1. General**

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**a. General**      The ISC maintains the physical plant within the confines of the ISC base. The following provides guidance for requesting assistance from the Facilities Engineering Division.

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**b. Point of Contact**      Submit request for services by e-mail at [ISCSeattleFEWorkOrder@uscg.mil](mailto:ISCSeattleFEWorkOrder@uscg.mil), phone, message, or letter.

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# Integrated Support Command Seattle, Standard Operating Procedures Customer Handbook

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## 2. Maintenance Work Request System

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**a. Introduction** These procedures are used by ISC and tenants to report material emergencies; to request routine or preventive maintenance; or to request structural improvements. This system pertains only to real property and does not include maintenance or repair of office machines, furniture, artifacts, electronics, or other technical/specialty equipment. These procedures must also be used for requests for technical assistance or support involving Facilities Engineering labor, material, or equipment.

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**b. What is an emergency?** Emergency items are those constituting a safety hazard, or if not corrected/repared immediately, could cause further extensive damage (leaking water/gas, broken windows), cause a breach of security (broken locks/door latches) or cause extreme inconvenience or discomfort (electric power or water pressure loss).

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**c. Job completion** Repairs will be completed according to the following schedule.

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**d. Work request priority system**

Priority	Type of work	Will be completed in:
1	<ul style="list-style-type: none"><li>Emergency Work</li><li>Safety related jobs</li><li>Repair of equipment that affects performance of unit mission</li></ul>	1 - 10 days.
2	Routine Work Requests	1 – 30 days
3	Routine Work Requests with longer lead times for planning and/or materials ordering.	1 - 60 days
4	Projects designated an AFC-43 project due to its scope and/or cost of materials and labor. Facilities Engineer to submit a Shore Station Maintenance Record for AFC-43 funding.	1 - 120 days

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*(Continued on next page)*

# Integrated Support Command Seattle, Standard Operating Procedures Customer Handbook

## 2. Maintenance Work Request System, Continued

**e. Procedures** Follow these procedures to report repair items:

<b>If</b>	<b>and</b>	<b>Then</b>
Emergency	during normal working hours	Report emergency items promptly to ISC Facilities Engineer customer service desk by telephoning 217-6450 Describe nature and location of the emergency. In some cases, the emergency may be temporarily repaired and permanent repairs put on a work list.
	after normal working hours	Report emergencies to the BEQ Watchstander by telephoning 217-6410. Describe nature and location of the emergency. In some cases, the emergency may be temporarily repaired and permanent repairs put on a work list.
Non-emergent		The Maintenance Work Request Form is obsolete. ISC FE only accepts work order submitted via the ISC FE Work Order e-mail system. When typing into the Global Search screen, type "ISC" (space) "Seattle" and it will pop up. If unable to locate in the Global, the web address is: <a href="mailto:D13-PF-ISCSeattleFEWorkorder@uscg.mil">D13-PF-ISCSeattleFEWorkorder@uscg.mil</a> . The web address is also linked on the Facilities Engineering webpage.

# Integrated Support Command Seattle, Standard Operating Procedures

## Customer Handbook

### 3. Facilities Maintenance - Custodial Services

**a. General** Custodial service for ashore tenants are by private contractor. ISC ensures adequate service and serves as Contracting Officer's Technical Representative (COTR), thus, any tenant with comments on janitorial service quality should direct remarks to the ISC Facilities Engineer, not the contractor or his employees. Figure C-2-1 (on the following page) is a comment form for this purpose. Tenants should submit work requests for changes to the janitorial service.

**b. Cleaning Equipment** Contractor-owned supplies and equipment are the private property of the contractor. Tenant use is prohibited. Tenants requiring cleaning materials, supplies, or equipment must procure their own.

**c. Schedule** The schedule for contractor cleaning is set in the contract specifications and is subject to funding. Facilities Engineering shall advise tenants of the cleaning schedule whenever the contract is modified or renewed. Tenants may contact Facilities Engineering for complete copies of the specifications. The following is a general outline of the schedule.

<b>Daily, except weekends and holidays</b>	Toilet rooms, locker rooms and kitchens: Sweep/damp mop floors; clean fixtures, walls and mirrors; replenish paper and soap dispensers.
<b>Bi-weekly</b>	Empty recycle material including paper and cardboard.
<b>3 Times weekly</b>	Empty and reline wastebaskets; clean drinking fountains and sinks; clean up inclement weather soilage; vacuum and buff hard wood floors
<b>Weekly</b>	Replace burned out light bulbs; empty external trash cans and cigarette stands; clean entrance mats.
<b>Monthly</b>	Spot clean carpets; clean/polish bright work; dust horizontal surfaces within 12 feet of floor.
<b>Semiannually</b>	Dust venetian blinds; vacuum draperies; spray wipe horizontal surfaces; clean windows inside and outside; strip and wax floors that are not carpeted; steam clean/shampoo carpets.

**d. Spaces cleaned** The contract provides janitorial services for most work areas, offices, and joint use areas. It does not include storerooms, secure areas, cashier's cage, shops, gym, or BEQ rooms.

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Customer Handbook**

**Figure C-3-1 – Janitorial Services Comment Form**

<b>1. Date:</b>	<b>2. From</b>	<b>3. Phone No:</b>
<b>4. To: Facilities Engineering</b>		
<b>5.</b> [ ] Problem [ ] Comment	<b>6. Location/Room Number:</b>	
<b>Description:</b> _____ _____ _____ _____ _____ _____ _____		
<b>8. Signature:</b>   		
<b>9. From: Facilities Engineering</b>		<b>10. Date:</b>
<b>11. To:</b>		
<b>12. Response:</b> _____ _____ _____ _____ _____		
<b>13. Signature:</b>   		

COPY: CONTRACT FILE  
ORIGINATOR  
JANITORIAL CONTRACTOR

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# Integrated Support Command Seattle, Standard Operating Procedures

## Customer Handbook

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### 4. Communications Services

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|---|--|
| <b>a. General</b>                           | Communications services available at the Pier 36 Complex include telephone, radio message service, teletype service, and electronic mail.  |
| <hr/>                                       |  |
| <b>b. Telephone</b>                         | Each tenant manages his or her own services. ISC coordinates billings for telephone services. ISC Comptroller advises each tenant of charges due. ESU Seattle provides maintenance support for the telephone system. |
| <hr/>                                       |  |
| <b>c. Radio service and message service</b> | Sector Seattle ( <i>formerly Group Seattle COMMSEN</i> ) provides radio message service for ISC and tenants in conjunction with CAMSPAC.   |
| <hr/>                                       |  |
| <b>d. Electronic Mail</b>                   | Each unit manages their own electronic mail. Users coordinate electronic mail requirements with ESU.   |
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# Integrated Support Command Seattle, Standard Operating Procedures Customer Handbook

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## D. Recreation and Special Services Facilities

### 1. General

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|---|--|
| <b>a. General</b>                         | ISC Provides recreational facilities and equipment at the gym in Building 3. These facilities are available to all authorized patrons  |
| <hr/>                                     |  |
| <b>b. Designated for Social Functions</b> | <p>The following locations are designated for special social purposes (including the use of alcoholic beverages) when authorized in writing by the Commanding Officer:</p> <ul style="list-style-type: none"><li>• Bear Room</li><li>• Rainier Room (Reservations must be made through Sector Seattle's Command Secretary at 206-217-6203/6765)</li><li>• Museum</li><li>• Fitness Center</li><li>• Galley/Dining Area</li><li>• Gazebo</li><li>• Covered tent areas for special events</li></ul> <p>These facilities are available for command sponsored functions, traditional military functions (wetting down, retirement, promotion, etc.), and for service and professional organizations, clubs, and society functions. The facilities are not to be used for private functions such as weddings, birthdays, christenings, bar mitzvahs, etc.</p>             |
| <hr/>                                     |  |
| <b>c. Authorized patrons</b>              | <p>In priority order subject to availability of the facilities and equipment.</p> <ol style="list-style-type: none"><li>1. Active duty Coast Guard members, their dependents, and Coast Guard civilian employees (including NAFA employees).</li><li>2. Coast Guard Reservists on active duty in excess of 72 hours or in a drill pay status on days performing inactive duty for training</li><li>3. Active duty members of other uniformed services.</li><li>4. Reservists of other uniformed services on active duty in excess of 72 hours or in a drill pay status on days performing inactive duty for training.</li><li>5. Retired military members and their dependents.</li><li>6. Military members of visiting foreign ships moored at ISC.</li><li>7. Other organizations or individuals with written authorization from the Commanding Officer.</li></ol> |
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# Integrated Support Command Seattle, Standard Operating Procedures

## Customer Handbook

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### 1. General, Continued

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#### d. Guests

Active duty and retired Coast Guard members and/or their dependents may invite and sponsor occasional guests, subject to:

- A maximum of two guests per sponsor
  - Sponsor remaining in the facility with their guests and being responsible for their conduct.
  - Persons under 16 years of age only with adult sponsor supervision.
- 

#### e. Alcoholic beverages

In accordance with USCG Regulations, Article 9-2-14 and PACAREA Instruction 5353.1 of 13 August 1993, alcoholic beverages (as defined in CG Regulations) may not be consumed onboard ISC Seattle except in the above-designated locations and with specific written approval of the Commanding Officer. Requests for approval shall be in writing and submitted well in advance of requested events. Use of alcoholic beverages may be limited to beer and wine. All requests for use of alcoholic beverages other than beer or wine shall be addressed to Commander, Pacific Area or Commander, Maintenance and Logistics Command Pacific, and shall be submitted via Commanding Officer, ISC Seattle. An Alcohol Use Permit is available in Section F of this enclosure and from the ISC Administration Office.

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#### f. Duties

1. **MWR BRANCH CHIEF**. The MWR Branch Director has overall responsibility for the safe and efficient operation of the Fitness Center facilities.
  2. **FOOD SERVICES OFFICER**. The Food Services Officer has overall responsibility for the safe and efficient operation of the galley/dining area and gazebo.
  3. **CUSTOMER SERVICES BRANCH CHIEF**. The Customer Services Branch Chief is responsible for the safe and efficient operation of the Bear Room.
  4. **MUSEUM CURATOR**. The Museum Curator is responsible for the safe operation of the Museum.
  5. **EVENT SPONSOR/HOST**. The event sponsor or host is responsible for events in covered tent areas
-

# Integrated Support Command Seattle, Standard Operating Procedures Customer Handbook

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## 2. Morale, Well-being and Recreation (MWR) Program

- a. References**
- (a) COMDTINST M1710.13A, Coast Guard MWR Manual
  - (b) COMDTINST 16477.5 , Qualified Recycling Program
- 

**b. General**

The primary goal of the Pacnorwest MWR program is to build camaraderie and promote esprit de corps among Team Coast Guard members and their dependents. The Pacnorwest MWR program consists of various elements including unit-level morale events, Pacnorwest AOR-wide events, fitness training and revenue generating programs, and morale funds distribution.

The Non-Appropriate Fund (NAF) year runs from 1 February through 31 January.

- ❑ 1st NAF Quarter: 1 February – 30 April;
  - ❑ 2nd NAF Quarter: 1 May – 31 July;
  - ❑ 3rd NAF Quarter: 1 August – 31 October;
  - ❑ 4th NAF Quarter: 1 November – 31 January
- 

**c. Responsibilities**

In accordance with reference (a), Integrated Support Command Seattle is the designated Cognizant Authority for major units located within the D13 area of responsibility (AOR). G-WPX is the Cognizant Authority for ISC Seattle.

ISC Seattle shall submit its annual budget and quarterly financial reports to G-WPX.

Any unit receiving quarterly distributions directly from ISC Seattle is required by reference (a) to submit their annual budgets and quarterly financial reports to ISC Seattle as Cognizant Authority.

Annual budget submission for the upcoming NAF year is due to the Cognizant Authority NLT 30 November.

Quarterly reports are due to the Cognizant Authority NLT:

- ❑ 31 May (1st NAF QTR);
  - ❑ 31 August (2nd NAF QTR);
  - ❑ 30 November (3rd NAF QTR);
  - ❑ 28 February (4th NAF QTR).
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*(Continued on next page)*

# Integrated Support Command Seattle, Standard Operating Procedures Customer Handbook

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## 2. Morale, Well-being and Recreation (MWR) Program, Continued

### c. Responsibilities, continued

ISC Seattle manages MWR funds received from several sources including COMDT (CG-103) quarterly distributions, quarterly net available profit remittances from the Seattle Coast Guard Exchange System (CGES), revenue generating MWR activities and donations. The primary source of revenue for the Pacnorwest MWR program is the quarterly distributions from COMDT (CG-103). The amount of funding received by ISC Seattle is determined annually by COMDT (CG-103) based on previous year CGES profits and the total active duty billets within the D13 AOR.

- COMDT (CG-103) Distribution.
- **Funding Source.** COMDT (CG-103) electronically transfers morale funds to the ISC Seattle MWR's Bank of America checking account at the beginning of each FY's quarter (Feb., May, Aug., and Nov.). Additionally, an authorized active duty billets Personnel Allowance List (PAL) is provided by COMDT (CG-103) which is used to determine the amount of morale funding AOR units receive based on the number of authorized billets within their group/organization. Funding is based upon active duty allowances only.
- **Distribution Methodology.** Once the PAL is received, the MWR director will determine if any group/unit's previous billet allocations need to be updated, and if so, makes the necessary adjustments to the quarterly AOR disbursement spreadsheet maintained at MWR. Units with 11 authorized billets or less will receive \$100.00. Those units greater than 11 authorized billets will receive an amount consistent with the ISC Seattle's current per capita per billet allowance. The MWR director will draft checks to the appropriate D13 AOR unit commander/commanding officer and update the check register as appropriate. Checks are drafted against the PACNORWEST MWR's Bank of America checking account. A cover letter, endorsed by the MWR Director, will be generated and accompany each check. The cover letter will include:
  - Name of unit.
  - Check amount.
  - Authorized number of active duty billets.
  - Statement informing the unit morale officer to notify PACNORWEST MWR in the event the billet number is incorrect. The MWR director will research the unit's concern and provide feedback in return.
  - Statement informing unit morale officer to provide check receipt info within 5 days.
  - Reminder that quarterly Morale Fund Financial Statements and supporting documentation are due to the cognizant authority at the end of each FY's quarter.
  - The check number.

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*(Continued on next page)*

# Integrated Support Command Seattle, Standard Operating Procedures Customer Handbook

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## 2. Morale, Well-being and Recreation (MWR) Program, Continued

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### c. Responsibilities, cont'd

- Upon completion of the cover letters, copies of the cover letters and checks are produced and filed in each unit's morale folder. Unit folders are located in the ISC Seattle MWR office. Checks for units on Pier 36 and the Jackson Federal Building are delivered by the MWR director or pick-up by that unit's morale officer. Checks for outlining units are mailed through the United States Postal System.
- MWR Activities. Reference (a) defines the various MWR Activities (Category "A", "B" and "C"). Of particular note is Category C MWR Activities. These MWR activities are revenue generating in nature, which require separate budgets and approval by the appropriate Cognizant Authority. They include NAF rental operations, campgrounds, guesthouses, etc.
  - ISC Seattle manages several Category C MWR activities including the rental equipment program, qualified recycling program per reference (b), and a campground located at Station Grays Harbor cited in Section D.9 of this SOP.
  - Any D13 unit desiring to operate a Category C MWR activity must receive prior approval, in writing, from ISC Seattle as Cognizant Authority.
- Appropriated Funds. ISC Seattle receives the following Appropriated Funds (APF) through the budget model to support the MWR program:
  - AGYM: These funds are used to support the gymnasium facility located at Pier 36, which includes a basketball court, two racquetball courts, an indoor tennis court, weight room, and locker rooms with saunas.
  - AMWR: These funds are used to help support the ISC Seattle equipment rental operation, campground operation, sport leagues, and may also be used to replace MWR equipment at units within the D13 AOR. These funds are very limited. All requests for appropriated MWR funds shall be forwarded to the ISC Seattle MWR office and will be considered on a case-by-case basis.

APF vs. NAF: Enclosure (5) to reference (a) is a helpful table that outlines when APF and NAF monies may be used to support various elements of the MWR program. APF should be used to the maximum extent possible due to the very limited amount of available NAF funds.

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# Integrated Support Command Seattle, Standard Operating Procedures

## Customer Handbook

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### 3. ISC Fitness Center

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#### a. Facility

The ISC Fitness Center offers the following:

- Main court for basketball, volleyball, or badminton.
  - Racquetball, handball, double squash courts.
  - Exercise area and weight room.
  - Men's and Women's locker and shower rooms.
  - Men's and Women's saunas.
  - Indoor tennis court.
  - Gear issue room with inventory of recreational equipment for check out and rental.
- 

#### b. Staff

**FITNESS CENTER MANAGER.** Supervises the operation of the Fitness Center and enforces rules and regulations for use.

**DUTY ATTENDANT.** In absence of the Fitness Center Manager, a duty attendant assumes supervisory functions. The attendant is responsible for enforcing good housekeeping practices to ensure high standards of appearance and cleanliness.

- Ensuring the facility opens and closes at the scheduled time.
  - Maintaining order and discipline among patrons, with special attention to observation of safety precautions and regulations.
  - Identifying conditions that might constitute a safety hazard and taking immediate corrective action.
  - Conducting inspections of locker rooms and surrounding areas at frequent, irregular intervals.
  - Ensuring all spaces are clear of patrons upon closure, that fire and safety hazards do not exist, and all accesses are properly secured.
  - Getting medical help immediately when an injury occurs.
  - Reporting incidents of rule violations and injuries to the Admin Officer, Fitness Center Supervisor, command duty officer, or security guard as appropriate. Persons desiring to use the facilities or equipment must show the attendant an Armed Forces Identification Card or a Uniformed Services Identification and Privilege Card.
- 

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# Integrated Support Command Seattle, Standard Operating Procedures

## Customer Handbook

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### 3. ISC Fitness Center, Continued

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|-------------------------------|---|
| <b>c. Hours</b>               | The operation hours are 0530-2000 Monday through Friday, 0900-1700 on Saturdays, and 0900-1600 on Sundays. The Fitness Center will be closed on holidays, i.e., Christmas and Thanksgiving and for special events   |
| <hr/>                         |   |
| <b>d. Special use</b>         | <p>The Chief, MWR Branch may approve activities involving special or exclusive gym use by one command for Coast Guard events or ceremonial functions, participation in intra/inter-service sports, or competition in military leagues. Requests must be submitted to the ISC Chief, MWR Branch stating:</p> <ul style="list-style-type: none"><li>• Unit/group/organization identification.</li><li>• Type of event.</li><li>• Number of individuals involved.</li><li>• Primary and alternate dates/times desired.</li><li>• Name/unit/phone number of sponsoring Coast Guard member.</li></ul>  |
| <hr/>                         |   |
| <b>e. Reservations</b>        | Reservations may be accepted for squash, racquetball, and tennis courts a maximum of seven days in advance. Depending on demand, court time limits may be set. During peak hours limitations are established as necessary for use of other equipment.   |
| <b>f. Conditions for use.</b> | <p>Patrons are responsible for safeguarding their valuables. Lockers are available without keys or locks for stowage of personal effects. The gear issue room will not accept or be responsible for personal items. Patrons are strongly encouraged to provide their own locks but no personal lockers are authorized. Locks left on lockers after closing are cut and the locker contents removed, inventoried and stored for a reasonable period of time.</p> <ul style="list-style-type: none"><li>• No horseplay or unsafe activity is allowed.</li><li>• No smoking, food, or beverages in or on courts.</li><li>• Appropriate non-marking gym shoes (hand carried) are required on all courts. No bare or stocking feet are allowed outside locker rooms. Wearing athletic-type clothing is highly encouraged. Metal studs, larger belt buckles, or sharp finger rings are not to be worn while participating in athletic activities. Outside the locker rooms, shirts/tank tops must be worn at all times.</li></ul> |
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# Integrated Support Command Seattle, Standard Operating Procedures

## Customer Handbook

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### 3. ISC Fitness Center, Continued

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#### f. Conditions for use, cont'd

- Patrons desiring to check out equipment must deposit their driver's license (or equivalent ID) with the attendant and are responsible for checking the equipment back in to the gear issue room. No equipment is issued 30 minutes prior to closing. Patrons are required to report any equipment or facility damages to attendant.
- No profanity, name calling, threatening gestures, or other unsportsmanlike like conduct is allowed.
- Coast Guard active duty members, reservists, and retired personnel are allowed two guests. Active duty DOD personnel are allowed one guest. Sponsors must remain in gym and are responsible for their guests' conduct. All patrons of the gym are required to sign in.
- Youth Policy: Children 13 years and under must be accompanied by a parent or guardian
- The fitness center duty attendant is the command representative and will be obeyed.

Patrons who fail to obey these regulations or the directions of the Fitness Center Manager or the duty attendant may be barred from the facility. Any person asked to leave the facility by the duty attendant, MWR Staff, or similar ISC representative must do so immediately.

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# Integrated Support Command Seattle, Standard Operating Procedures

## Customer Handbook

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### 4. ISC Morale Gear Locker

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- |                                   |   |
|-----------------------------------|---|
| <b>a. General</b>                 | Special Services operates a recreation gear locker from the issue room in the Fitness Center. Available items include camping equipment, sporting goods, and similar items. Special Services shall maintain these items in a clean, working condition.  |
| <hr/>                             |   |
| <b>b. Guide lines<br/>for use</b> | <p>The following guidelines apply for use of the gear locker:</p> <ul style="list-style-type: none"><li>• Operating hours are the same as the Fitness Center.</li><li>• Gear is checked out with the duty attendant.</li><li>• No reservations will be accepted. Morale gear must be checked out in person on a first come first serve basis.</li><li>• Special Services Officer establishes a fee schedule for rentals to offset the costs of minor repairs, cleaning, and normal wear and tear.</li><li>• Attendant shall not check out any item that is not clean and in good working condition.</li><li>• Patrons must return items in the same condition as received less normal wear and tear. At checkout, patron must agree to pay for any breakage, abnormal damage, or loss.</li><li>• Sleeping bags must be laundered.</li><li>• Items must be clean and in working condition.</li><li>• Morale equipment can only be checked out for two (2) weeks at a time.</li></ul> |
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# Integrated Support Command Seattle, Standard Operating Procedures

## Customer Handbook

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### 5. ISC Self-service Laundry

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#### a. General

ISC Special Services provides a self-service laundry in building 3 for use by and as a convenience to crewmembers of home ported cutters, crewmembers of visiting cutters and ships and use by the Naval Engineering Support Unit (NESU) Seattle.

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#### b. Conditions for usage

- Use by other tenant shore commands, dependents, contractors, friends and guests is strictly prohibited.
  - Users provide their own detergents and cleaning supplies.
  - Users must leave the machines and surrounding area clean.
  - Report malfunctioning equipment to the duty attendant.
  - Authorized units will be given a key to the laundry room and are responsible to make sure the laundry room door is locked when the crewmember is done using the facility.
  - The laundry room will not be used after 2200. The ISC Duty Officer will check the laundry room nightly to make sure it is clean and locked up.
  - Everyone using the facility is responsible for the general cleanliness of the laundry room. The ISC will include the laundry room under its general cleaning contracts. When the facility is not under a general cleaning contract, then SOPA is responsible for maintaining a cleaning schedule.
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# Integrated Support Command Seattle, Standard Operating Procedures

## Customer Handbook

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### 6. Bachelor Enlisted Quarters

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**a. General** The ISC operates a transient Bachelor Enlisted Quarters (BEQ) for enlisted members temporarily assigned to the ISC or tenant commands, as well as for reservists during training periods. Permanent residence or other use must be approved in advance by the ISC Commanding Officer. The BEQ Manager is responsible for the operation of the BEQ, assigning rooms, and controlling the inventory of bedding and linen.

---

**b. ISC Responsibilities** ISC responsibilities:

- Publish and maintain the BEQ Regulations (the ISC CMAA will issue the regulations).
- Operate and maintain the BEQ.
- Maintain an accurate, current roster of personnel using the BEQ in any capacity.
- Reserve rooms on a first-come, first-served basis.
- Prepare instructions for occupants and other personnel using BEQ facilities.
- Assign rooms and check-in occupants, issuing clean, adequate bedding and linen.
- Checkout occupants, verify the return of issued items and the cleanliness of the room.
- Conduct weekly inspections of occupied rooms to ensure that rooms are kept clean, neat, and free of hazards.
- Maintain and make available to all tenants and adequate supply of cleaning gear and equipment, including vacuum cleaners.

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**c. Occupant responsibilities** Occupants shall:

- Maintain the room in a clean and neat condition.
- Respect the rights and privacy of other occupants by following noise restrictions.
- Return all government property upon checkout.

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# Integrated Support Command Seattle, Standard Operating Procedures

## Customer Handbook

### 6. Bachelor Enlisted Quarters, Continued

#### d. Check-in procedures

Incoming personnel may check-in with BEQ front desk watch 24 hours a day. Upon check-in, the BEQ manager will inspect the room and a Room Inspection Form will be filled out, noting any discrepancies.

The BEQ manager or watchstander will also complete the following steps:

Step	Action
Log entry	Log the name, social security number, unit, service, date, and time in the personnel action log. Take the person's orders. Verify the information from the person's identification card.
Endorse orders	Endorse the person's orders noting the date and time reported. Place a copy of the orders in the BEQ Manager's box.
Assign room	After normal working hours, check night orders for pre-assigned rooms and available rooms.
Issue	Issue bedding and linen. Issue room key. Issue copy of BEQ regulations. Explain procedures and requirements.
Receipt	Have person sign receipt card.

The following actions are required when checking out of the BEQ

Step	Action
Inspect room	Persons checking out shall leave the room clean with all personal items removed. The BEQ Manager shall normally inspect the room upon checkout. After hours or in special situations, the BEQ watchstander may inspect the room, and fill out a Room Inspection Form.
Return bedding and key	Verify from issue card that all bedding, linen and keys issued have been returned. Sign receipt.
Log entry	Enter the name, date, and time of departure.

# Integrated Support Command Seattle, Standard Operating Procedures

## Customer Handbook

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### 7. Use of BEQ Recreation Area

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|---------------------------|--|
| <b>a. General</b>         | The lounge and recreation areas on the first deck at the BEQ are for use of BEQ residents, BEQ guests, and single members living aboard floating units. The BEQ laundry are for BEQ residents only. The gazebo is available for use via letter to the Port Services Branch. Alcohol use must be approved by ISC CO. Users are responsible for cleanliness.   |
| <hr/>                     |  |
| <b>b. Rules for usage</b> | <p>The BEQ Manager oversees the maintenance and proper use of these areas.</p> <ul style="list-style-type: none"><li>• Nonresidents must check-in and checkout with the front desk.</li><li>• All users must comply with BEQ regulations which set times and other limits on use.</li><li>• Users must comply immediately with orders from the BEQ Manager, his/her representative, or watchstanders.</li><li>• Users shall treat BEQ property and equipment with respect, use it properly, and ensure no damage occurs.</li></ul> |
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# Integrated Support Command Seattle, Standard Operating Procedures

## Customer Handbook

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### 8. Dining Facility

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**a. General** The ISC Coast Guard Dining Facility (CGDF) is available to all uniformed service members, drilling reservists, Coast Guard civilian employees (including NAFA and Auxiliarists in training or supporting CG units), contractor employees working under a contract with the Coast Guard, official visitors, and sponsored guests. All officers and civilians assigned to shore units at Pier 36 will be charged the CAT II rate for meals consumed. Other personnel may purchase meals at the published meal prices such that payment is made in cash prior to the meal service. In no circumstance, shall meals be furnished to any person without charge unless that person is authorized rations-in-kind.

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<b>b. Hours of operations</b>	BREAKFAST	0630 - 0715 (Monday through Friday)
	LUNCH*	1100 - 1230 (Monday through Friday)
	SUPPER*	1700 - 1730 (Monday through Sunday)
	BREAKFAST	0700 - 0830 (Saturdays/Sundays/Holidays)
	LUNCH*	1100 - 1200 (Saturdays/Sundays/Holidays)
SUPPER*	1700 - 1730 (Saturdays/Sundays/Holidays)	

Any deviation from the above listed hours must be specifically authorized by the Commanding Officer, ISC Seattle.

Retirees and contractor personnel working on cutter or construction projects may not come through the line until 1200.

Supper is only served during special events. (a box may be purchased/ordered at the register during lunch hours).

---

**c. Dining Facility Dress Code** The prescribed uniforms of the day, as well as clean undress or work uniforms are authorized. Coveralls are prohibited. Side arms are authorized only for Station Seattle duty section personnel, security guards, and AT/FP personnel on duty. Civilian attire is authorized if neat, clean and conservative in style. No gym attire sweats, or gym shorts, with the exception of gym watchstanders on watch. Flip-flops or shower shoes are not allowed due to sanitation requirements. Contractors may be asked to take their meals outside to the gazebo if they are not properly attired to eat in the dinning room.

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# Integrated Support Command Seattle, Standard Operating Procedures

## Customer Handbook

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### 8. Dining Facility, Continued

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<b>d. Special Event Food Service</b>	Preparation of meals in support of special official functions at the Pier 36 complex may be coordinated through the FSO. Two weeks notice, minimum, is required. The only events that will be supported are Changes of Command, Coast Guard Day Picnic, SEAFAIR, Navy League dinner, Chief's Call to Initiation, Pacific Northwest Officers' Association luncheons, D-13 ESC meetings, and the Chief Warrant Officers' Association luncheons. For retirements, the Galley will provide a cake and punch at the member's request and expense. Requests for use of Dining Facility resources to support other events will not normally be approved. However, support for special events will be considered on a case-by-case basis and may only be approved by the ISC Commanding Officer. Payment for all food and supply of all consumables is the personal responsibility of the individuals holding the event. The FSO will also determine if the mess attendant contract vendor will be impacted by the event. If so, any additional expenses are the individual's personal responsibility and payment must be paid directly to the contractor. Tips and gratuities and other compensation for galley personnel is not allowed. However, contributions to the ISC Morale Fund are gladly accepted. Every effort will be made to ensure that galley personnel are able to use an equitable portion of ISC morale funds.
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# Integrated Support Command Seattle, Standard Operating Procedures Customer Handbook

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## 9. Westport Trailer/Tent Recreation Park

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|-----------------------------|---|
| <b>a. General</b>           | <p>This section promulgates regulations and procedures for the administration and maintenance of the Westport Trailer/Tent Recreation Park located at Westport, Washington.</p> <p>The ISC Seattle PACNORWEST MWR Director has been delegated the responsibility to operate the trailer sites and tent sites at Grays Harbor Light, Westport, Washington.</p> <p>Direct supervision of the park is vested in the Commanding Officer, USCG Station Grays Harbor, Westport, Washington. The Commanding Officer has the authority to terminate reservations and promulgate such rules as deemed necessary to ensure non-interference with the regular operation of the Station. Certain areas are out-of-bounds for personnel who occupy the sites, such as the Station Housing area. Occupants must realize that the recreation facility is located near an active Coast Guard station; and although the Commanding Officer is prepared to offer limited assistance to the occupants, users must be prepared to "do-it-themselves".</p> |
| <b>b. Operational dates</b> | <p>The park is open for occupancy each year from 15 April through 31 October.</p>   |
| <b>c. Maintenance</b>       | <p>NAF personnel perform minor maintenance of the comfort station and site. Maintenance jobs that NAF personnel are not able to perform will be referred to a commercial contractor and paid with rental fees, appropriated funds and non-appropriated morale funds.</p>  |
| <b>d. Facilities</b>        | <p>All trailer sites have water, electric hook-up, freestanding barbecue grills and fire pits. All tent sites have water nearby and combined barbecue/fire pits. All sites have wooden picnic tables. A comfort station with toilet, sink, and shower facilities for both men and women is located within the park ground. Limited supplies of free firewood are available most of the season.</p>  |

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*(Continued on next page)*

# Integrated Support Command Seattle, Standard Operating Procedures Customer Handbook

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## 9. Westport Trailer/Tent Recreation Park, Continued

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### **e. Reservation requests**

Requests for the use of the recreation site will be submitted to the PAC-NORWEST MWR staff office via 1) Telephone (preferred method) at 206-217-6359; by mail at: Commanding Officer, ISC MWR, 1519 Alaskan Way S, Seattle, WA 98134; 3) by accessing the Coast Guard's ISC Seattle MWR intranet website:

[http://cgweb.pnw.uscg.mil/isc/mwr/forms/recreation\\_park\\_application.htm](http://cgweb.pnw.uscg.mil/isc/mwr/forms/recreation_park_application.htm), and submitting a reservation application via the Grays Harbor Campground link..

Requests should be submitted to arrive at least two weeks prior to the desired date of occupancy. This does not preclude the submission of requests earlier. Applications will be processed in the order received.

Requests may be made for a specific site(s). However, the PACNORWEST MWR office will make the actual site assignments.

In some instances it may be necessary to adjust the dates of occupancy to insure maximum and equitable utilization of the facilities. Every attempt will be made to be fair to all parties concerned. The final decision and determination to reschedule will rest with the PACNORWEST MWR. All parties affected by rescheduling will be advised in writing

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### **f. Rental rates**

Rental rates are \$12.00 per night for trailer sites and \$9.00 per night for tent sites. Time of check-in is after 11:00AM on day of arrival. Check-out is before 11:00AM on day of departure. Member is required to pay for each site reserved.

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### **g. Payments and refunds**

Advance full payment will be made for requested reservations. Payments will be: 1) mailed to PACNORWEST MWR office, address listed in section (e) above, or 2) made in person at the PACNORWEST MWR office. Payments sent through the mail will be check or money order, payable to PACNORWEST MWR. Do not send cash. Credit cards will not be used to reserve campsites. A full refund will be made when a cancellation is accomplished by phone or e-mail 48 hours prior to the date of occupancy. No refund will be made if the cancellation is within 48 hours prior to the reservation date. No refund will be made for holiday weekends or holidays unless the cancellation is received two weeks prior to the holiday or Friday of the holiday weekend.

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**Integrated Support Command Seattle, Standard Operating Procedures  
Customer Handbook**

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## **9. Westport Trailer/Tent Recreation Park, Continued**

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**h. Stay limitations**      Reservations shall not exceed seven days and will include only one weekend. Exceptions to this policy will be at the discretion of PACNORWEST MWR. Extensions of occupancy for customers already camping must be made by phone, 8:00-10:30 AM, Monday-Friday (206-217-6357/6359) and may be granted provided the site in question is not reserved for the period of the requested extension.

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**i. Confirmation**      Upon receipt of payment, members will be notified by phone or if applicable, e-mail, that their payment was received and their reservation is confirmed.

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**j. Multiple reservations**      Reservations for more than one site may be granted at the discretion of the PACNORWEST MWR. In any such case, the presence of the eligible member at one site is required for the duration of the reservation period and that member assumes responsibility for all site utilized by the member's part

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**k. Keys and Patron Rental Agreement**      Confirmed campers must pick up two keys from Coast Guard Station Grays Harbor, Westport, WA. Keys are picked up from the Officer of the Day (OOD) between the hours of 7:00 AM-10:00 PM. One key will be used to gain access to the campground; the other is used for the male and female restrooms. The registered member must also read and sign a Patron Rental Agreement that outlines the rules and policies of the campground.

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**l. Camping**      Camp only in areas specifically designated and/or marked for that purpose.

- Do not occupy an assigned site prior to 1100 and vacate prior to 1100 on the day of termination.
- The number of vehicles occupying camping facilities is limited to one car or one camper, or one vehicle with trailer, per camp or trailer site. Other vehicles are to be parked at the designated area.

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**m. Pets**      While in the park area, pets shall be kept under control at all times and on a leash no greater than six feet in length.  
It is the owners' responsibility to ensure that pets do not bite, molest or annoy other park visitors.  
Owners shall clean up after their pets.  
Horses are not allowed on the campgrounds.

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*(Continued on next page)*

**Integrated Support Command Seattle, Standard Operating Procedures  
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**9. Westport Trailer/Tent Recreation Park, Continued**

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<b>n. Firearms</b>	Firearms, bows and arrows, air or gas weapons, any device capable of injuring any person/animal, or damaging any government, public or private property shall not be allowed in the area.
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<b>o. Alcoholic Beverages</b>	<p>Moderate consumption of alcoholic beverages by person's 21 years of age or older is authorized in the designated campgrounds.</p> <ul style="list-style-type: none"><li>• Intoxication, loud and disorderly conduct <u>will not be tolerated and will result in termination of park privileges.</u></li></ul>
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<b>p. Rubbish</b>	<p>Rubbish including broken glass, ashes, waste paper, and cans shall be deposited in garbage cans or other trash receptacles designated for such purposes. <u>FUTURE RESERVATIONS WILL NOT BE ACCEPTED FROM VIOLATORS.</u></p>
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<b>q. Sanitation</b>	<p>No refuse or waste from any trailer, camper, automobile or other vehicle will be dumped anywhere except in designated disposal areas or receptacles.</p> <ul style="list-style-type: none"><li>• The cleaning of fish or other food or the washing of clothing, vehicles, pets or other articles shall be done in designated areas only.</li></ul>
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<b>r. Park Speed Limits</b>	Motor vehicles shall not be driven more than is reasonable and prudent, and in no event at a speed greater than ten miles per hour.
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<b>s. Motorcycle/Motorbike Riding</b>	Motorcycle/Motorbike riding is prohibited inside the park at all times.
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# Integrated Support Command Seattle, Standard Operating Procedures

## Customer Handbook

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### 9. Westport Trailer/Tent Recreation Park, Continued

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#### **t. Westport family housing area**

Campers are not allowed in the Westport Housing area at any time, unless authorized by the Commanding Officer, USCG Station Grays Harbor, or invited by a resident of that area. Campers will be authorized to utilize the housing playground area as long as it does not interfere with the use by the residents. Adults must supervise small children.

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#### **u. Fires**

Fires are permitted only in the fire pits and barbecue pits provided at each campsite.

- Firewood availability is while supplies last and is such that fire size is to be a minimum appropriate to enjoyable camping and cooking. All firewood in the park gathered and provided by Grays Harbor station personnel.
  - The gathering or cutting of any trees or wood in the park or other government property is strictly forbidden.
- 

#### **v. Eligibility**

All active duty military and their family members, reserves, National Guard, retirees, Auxiliarists, Dept. of Homeland Security (DHS)/DoD federal employees and their families, honorably discharged veterans with 100% service connected disability and their dependents, medal of honor recipients and their dependents, medical personnel under contract to Coast Guard or DoD and residing on the installation, foreign military personnel and their dependents on orders from the U.S., DHS/DOD contract personnel working full time at a Coast Guard unit, ROTC cadets when in an exercise with the Coast Guard, and other individuals entitled to commissary and exchange privileges, and guests when specifically invited and accompanied by an authorized patron.

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# Integrated Support Command Seattle, Standard Operating Procedures

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### Exhibit D-8-1 -- Westport Area Information

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#### a. General

There is always an air of excitement in this vacation-resort town on the Pacific Coast, where salmon is king and the tuna range from 10 to 30 pounds. The fishing season varies from year to year. To find out when it is open, write or call the Westport Chamber of Commerce. Charter boats operate out of Westport's harbor. For those who fish off these boats, or stroll the docks as boats come in loaded with the day's catch, Westport is an unforgettable experience.

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#### b. Fishing Charters

No license is required for saltwater fishing; however, when fishing for salmon, a punch card is required (usually available from the charter boat facility). Boats leave around 0600 and return around 1600. Restaurants open around 0400 for breakfast. Bring your lunch, or purchase a box lunch at the docks. Most boats keep the coffeepot going all day. If you are a novice, skipper and deckhands will gladly give you all the help you wish. You can rent tackle at the charter offices, or bring your own. Tackle should not be too light. Remember large salmon and tuna are fighters. Minimum line size should be 20 to 30 pounds test. Charter boat costs per day per person average about \$40 - \$55 including bait, tackle and poles. Many charter boats require reservations. Your catch is cleaned and bagged on board. There is a limit on salmon per day per fisherman. Fish and game laws should be checked prior to fishing or clam digging. If you enjoy whale watching, discounts are sometimes available through MWR.

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#### c. Beaches

Eighteen miles of sandy beach stretch from the Westport jetty south to Willapa Bay. Beachcombing (particularly during the winter), clam digging (license required for razor clams), surfing, surf fishing -- all ages find satisfaction and excitement here throughout the year. There is a lot of beach here -- even on the warmest summer days you can find complete solitude for just lazing in the sun. In the "off season" huge rollers from the oceanfront bring in colorful glass fishing floats from the Japanese fleets, and an ever-changing assortment of exotic driftwood. Rock hounds delight in the search for agates and other colorful stones.

Seven beach-approach roads offer parking and restroom facilities. Driving on the beach is permitted in the area between clam beds and high tide. The beaches are patrolled to enforce safe driving, and caution is advisable at all times. Local regulations and helpful recommendations for beach driving may be obtained from the police traffic department.

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**Integrated Support Command Seattle, Standard Operating Procedures  
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**Exhibit D-8-2 -- Recreation Park Application**

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- Instructions      There are four ways to reserve a campsite;
1. Telephone the PACNORWEST MWR office at 206-217-6357/6359, Monday-Friday, 0800-1500 hours.
  2. Stop by the ISC Seattle MWR office Monday-Friday, 0800-1500 hours.
  3. Access the ISC MWR intranet webpage:  
[http://cgweb.pnw.uscg.mil/isc/mwr/Camp%20Ground/Camp\\_Ground\\_Homepage.htm](http://cgweb.pnw.uscg.mil/isc/mwr/Camp%20Ground/Camp_Ground_Homepage.htm), and submit an application online.
  4. Print a copy of the application on the following page and mail it and your payment to PACMORWEST MWR. Follow these steps to complete the recreation park application on the following page.

Step	Action
1	Complete Section I. In Section II, click on the "ISC Seattle SOP" link and read the campground's operational policy. Then return back to the application form and check the box that you agree and understand the conditions of reserving a campsite.
2	Payment for the entire stay must accompany this application. Checks or money orders only. Do NOT SUBMIT CASH. Make checks/money orders payable to "PACNORWEST MWR". Trailer sites -- \$12.00 per night Tent sites -- \$9.00 per night Annotate the total amount of your stay in the "payment amount" box on the application.
3	Forward the application and check/money order to: Commanding Officer ISC Seattle MWR 1519 Alaskan Way South Seattle, W 98134 ATTN: Campground
4	Upon receipt of your application and payment, you will be notified by phone or e-mail and advised of whether or not your reservation request is approved.
5	Check in after 1100 hours on scheduled arrival date at CG Station Grays Harbor, Westport, WA. Read and sign the Patron Rental Agreement and obtain your keys.
6	Return keys prior to 1100 hours on scheduled date of departure to the Officer of the Day (OOD), CG Station Grays Harbor.

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*(Continued on next page)*

**Integrated Support Command Seattle, Standard Operating Procedures  
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## Exhibit D-8-2 -- Recreation Park Application

[http://cgweb.pnw.uscg.mil/isc/mwr/forms/recreation\\_park\\_application.htm](http://cgweb.pnw.uscg.mil/isc/mwr/forms/recreation_park_application.htm)

<b>Name (Last, First, Initial):</b>			<b>SSN:</b>		<b>Rank/Rate:</b>
<b>Eligibility Status</b> (check one): <input type="checkbox"/> Active Duty <input type="checkbox"/> CG Retired <input type="checkbox"/> USCGR <input type="checkbox"/> Other (specify) _____				<b>Duty Station</b> (if applicable):	
<b>Home Address:</b>		<b>City:</b>	<b>State:</b>	<b>Zip:</b>	<b>Phone:</b> (Home): (Work):
<b>Site requirements:</b> <b>Number in party:</b> <input type="checkbox"/> Trailer <input type="checkbox"/> Tent		<b>Arrival date:</b>		<b>Departure date:</b>	
<p>I have read and understand the contents of Enclosure (1), Section D-8, of ISC Seattle SOP concerning the responsibilities of applicants utilizing the Westport Trailer/Tent Recreation Park. I further certify that I will accept full responsibility for damages thereto which occur as the result of any action on the part of my family, guests, or pets during my period of occupancy. I understand that the Government is not liable for any accident that should occur while my family or guests occupy the recreation park.</p>					
<input type="checkbox"/> Payment enclosed (tent sites are \$4.50 per night, trailer sites are \$6.00 per night) Amount: \$ _____					
<b>Signature:</b>				<b>Date:</b>	
<b>APPLICATION RECEIVED</b>		<b>Time:</b>	<b>Date:</b>	<b>BY (Initials):</b>	
<b>You are advised that the following action has been taken on your request for use of the Westport Recreation Park:</b>					
<input type="checkbox"/> CONFIRMED FOR THE PERIOD:		<b>From 1100 on (date):</b>		<b>To: 1100 on (date):</b>	
<b>SITE ASSIGNED:</b> <input type="checkbox"/> Trailer Site# _____ <input type="checkbox"/> Tent Site# _____				<b>Amount Received:</b>	
<input type="checkbox"/> The application has been disapproved for the following reason: _____ _____ _____ _____					
<b>Signature:</b>				<b>Station Grays Harbor, Westport, WA</b>	

Dist: CG Station Grays Harbor will retain the original. A copy of all approved applications and the monies collected will be forwarded to ISC Seattle MWR prior to the end of each month.

Note: (1) Payments will be returned to those individuals whose requests have been disapproved  
(2) Personnel receiving confirmation of their requests for reservations are to have the approval copy available at the campsite.

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**Exhibit D-8-3 -- Westport Trailer/Tent Recreation Park Driving Directions**

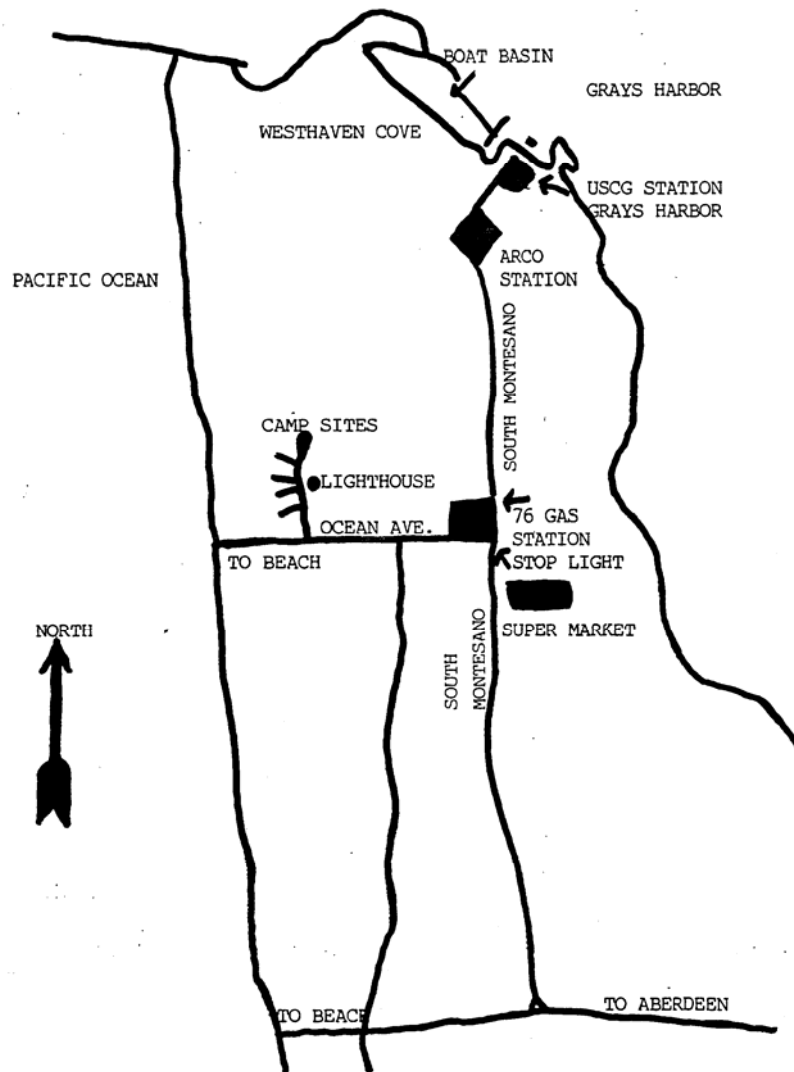
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**a. General**

The Westport Recreation Park is located at Grays Harbor Light, Westport, Washington. Westport is located 20 miles south of Aberdeen, WA, on State Highway 5A, 130 miles south of Seattle, WA, 170 miles north of Portland, OR, and 80 miles directly north from Astoria, OR.

For further information regarding driving directions and camp site information, please select the following link:

[http://www.uscg.mil/mlcpac/iscseattle/mwr/Camp Ground/Map\\_Site.htm](http://www.uscg.mil/mlcpac/iscseattle/mwr/Camp Ground/Map_Site.htm)  
Camp Ground Site Information

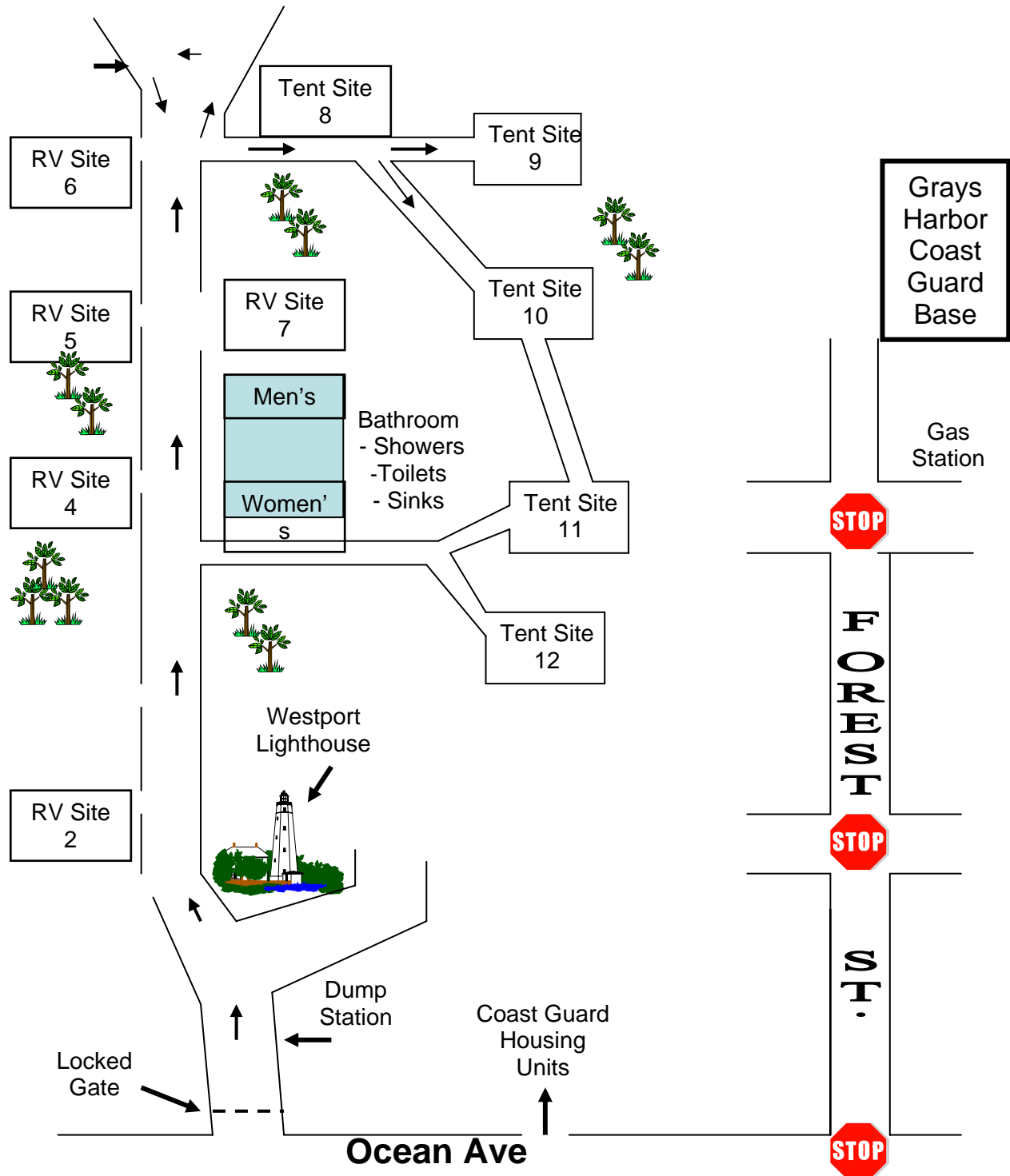


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Exhibit D-8-4 -- Westport Trailer/Tent Recreation Park Facility  
Map

a. General

This is a map of the Westport trailer/tent recreation park.





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# Integrated Support Command Seattle, Standard Operating Procedures Customer Handbook

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## E. Supply and Logistics Services

### 1. Procurement Services

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**a. General** The ISC Seattle Comptroller Division is responsible for providing procurement services to ISC Divisions, NESU Seattle, ESU Seattle, and to deployed vessels home based at ISC Seattle. This service is also available to any local CGD13 unit or deployed PACAREA vessels upon request.

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**b. Reference** Detailed procedures for procurements can be found in:  
(a) Simplified Acquisition Procedures Handbook , COMDTINST M4200.13 (series)

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**c. Procurement Authority** The ISC Comptroller Division's procurement authority is limited to \$50K for all Supply, Construction and Service Contracting awards. Procurement requests exceeding these limits will be forwarded to MLCPAC (fcp) for shore commands and MLCPAC (v) for cutters for processing.

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**d. Submission of Procurement Requests (PR)** Tenant and local commands with Finance & Procurement Desktop (FPD) databases, that are supported and maintained by ISC (fa) Branch, shall prepare, approve and submit their Procurement Requests electronically via FPD

- To ensure deficit spending does not occur, every PR shall contain the signature of the Funds Certification Official for that unit

Note: The applicable accounting data, including the correct Program Element (PES) to be charged, must be noted on each PR.

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*(Continued on next page)*

# Integrated Support Command Seattle, Standard Operating Procedures Customer Handbook

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## 1. Procurement Services, continued

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### e. Source of supply information

PR originators shall provide suggested sources of supply with each Procurement Request.

- For requests over \$2,500, a completed Small Purchase Summary form
- (DOT F 4230.1) shall be submitted with the PR.
- Cite price quotes obtained from a minimum of three sources of supply.

Note: If mandatory sources of supply (e.g. UNICOR for all furniture requirements) are not utilized, attach the waiver granted from the required source authorizing the commercial procurement to be made

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### f. ISC (fp) Action Upon Receipt of Procurement Requests

The following procedures are used by ISC (fp) to process procurement requests.

Step	Action
Log in and prioritize	Log in each procurement request, establish processing priorities and determine need for expedited handling. Verify that procurement is within procurement authority limits. Advise originator immediately if unable to meet the required delivery date noted on their PR.
Determine/verify source of supply	Ensure that all required sources of supply are considered before placing an order with commercial firm. Check Coast Guard, OGA (i.e. UNICOR, DOD, DLA, etc.), or GSA inventories or Supply Schedules prior to processing a commercial purchase. Verify or obtain price quotes as required for commercial purchases. Ensure prices are fair and reasonable. Complete or verify the accuracy of the Small Purchase Summary (if applicable). Notify the originator whenever selected source is not the suggested source of supply they annotated on their PR.
Prepare purchase order	Prepare the appropriate purchase document that will successfully procure the requested supplies/services in the most expeditious manner possible. The preferred method of procurement will be via the government-wide commercial credit card. Use mandated LUFS procedures to enter/update purchase data, as per FINCEN SOP
Provide status	Keep originators informed of the status of pending procurements and any modifications made to their orders. Provide weekly reports of backlog.

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# Integrated Support Command Seattle, Standard Operating Procedures Customer Handbook

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## 2. Shipping and Receiving

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### a. General

The ISC Comptroller Division (fl) performs shipping and receiving functions for ISC divisions and tenant commands. This service includes scheduling the shipment of materials/supplies with commercial carriers, preparing shipping documentation, transporting excess personal property for disposal at DRMO Fort Lewis, receiving and staging of all materials and supplies delivered to ISC, advising units/divisions of items received and arranging subsequent transportation to deployed activities.

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### b. Shipping Procedures

ISC divisions and tenant commands will coordinate their freight shipping requirements with the Comptroller Division by submitting a signed form DD-1149, fax or message with (at a minimum) complete delivery street address, complete item description proper accounting data and required delivery date, point of contact with telephone number, and weight. Additional information may be necessary, including: special instructions, type/class and full description of any sensitive or HAZMAT items, serial numbers and full description of property.

- Units/personnel requesting freight shipping services are responsible for properly packaging their materials for shipment. Packing and crating services may be obtained at ISC Facilities Engineering on a separate work order.
  - Additional information, procedures and documentation may be required before accepting any sensitive or hazardous materials. Comptroller will prepare all required shipping documents, arrange all actual transport with freight carriers and forward copies of documents to originating unit.
- 

### c. Receiving Procedures

**Anticipated receipts.** Local units shall advise Comptroller of any anticipated receipts requiring special handling or assistance (sensitive or after normal working hours).

**Initial receipt.** Comptroller will receive shipments from carriers, make a preliminary check of condition, and annotate shipping documents whenever damage or shortages are noted on delivery ticket and in a Transportation Discrepancy Report (TDR), SF-361.

**Staging.** Comptroller will stage received material in the appropriate bin assigned to each tenant command or ISC division.

NOTE: Items lacking a proper shipping address will be researched to the best of our abilities and logged into the receiving logbook for that unit.

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# Integrated Support Command Seattle, Standard Operating Procedures

## Customer Handbook

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### 2. Shipping and Receiving, Continued

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|-------------------------------|--|
| <b>d. Notification</b>        | <p>Comptroller will notify the ultimate local consignee by telephone of all priority shipments received</p> <p>Comptroller will provide weekly status messages to deployed vessels and arrange shipment upon written request.</p>  |
| <hr/>                         |  |
| <b>e. Pick up or delivery</b> | <p>Only personnel authorized by appropriate authority, in writing and on file in Comptroller Div., will be allowed access to receiving bins.</p> <ul style="list-style-type: none"><li>• Tenants and divisions must sign the receiving log or DD-1149 whenever taking custody of materials.</li><li>• Each tenant or division receiving material is responsible for immediately reporting any damaged, missing or overdue incoming shipment to Comptroller for investigation.</li><li>• Each tenant or division receiving material is responsible for reporting receipts to their accounting office.</li></ul> |
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# Integrated Support Command Seattle, Standard Operating Procedures

## Customer Handbook

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### 3. Warehousing/Storage

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<b>a. General</b>	ISC Comptroller Division (fl) manages the warehousing and storage facilities within Comptroller warehouse spaces, (Bldg. 7 and the outside recycling/storage area) for the ISC, tenant commands and visiting ships.
<b>b. Permission to enter spaces</b>	Personnel other than ISC supply personnel are prohibited from all warehouse spaces unless permission is received from the Comptroller. Comptroller Division personnel must accompany any visitor admitted to the warehouse.
<b>c. Storage limitations</b>	<p>There are limitations to the storage of freight at the ISC Comptroller due to space constraints. As a general rule, the following limitations apply:</p> <ul style="list-style-type: none"><li>• Materials received for shore-based units (and ships while in port) may only be stored for <b>48 hours</b>. Materials received for deployed ships may only be stored for the duration of their deployment.</li><li>• ISC Comptroller has no provisions for receipt or storage of weapons, ammunition, classified and other sensitive materials, commissary provisions and other commodities requiring special handling. ISC Comptroller (fl) will refuse delivery at the warehouse and will refer them directly to the ordering unit (if located on base). If the unit is deployed, these kinds of materials will be refused.</li><li>• Storage of excess and surveyed property is NOT allowed, without specific permission of the ISC Comptroller (fl) supervisors.</li><li>• The speed limit for ALL vehicles transiting the warehouse is 5 mph. This speed limit will be strictly enforced for the safety of warehouse personnel and others</li></ul>
<b>d. Permanent storage</b>	<p>Permanent storage on the third floor of bldg. 7 has been assigned for some units. ISC Facilities Engineering (FE) maintains a list of units assigned permanent storage and the mapping of assigned spaces.</p> <ul style="list-style-type: none"><li>• Units assigned permanent storage spaces are responsible for security, general cleanliness and keeping the areas free of excess material and HAZMAT.</li><li>• Units assigned permanent storage spaces are responsible for providing their own locks and providing a key to the ISC Comptroller for emergency access.</li></ul>

# Integrated Support Command Seattle, Standard Operating Procedures

## Customer Handbook

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### 4. Forklift Licensing

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|----------------------------------|---|
| <b>a. General</b>                | The ISC Facilities Engineering Division is responsible for the training and issuing of OSHA Part 1910-178(1) approved forklift operators licenses required for operating forklifts at ISC Seattle.  |
| <hr/>                            |   |
| <b>b. Classes</b>                | <p>Classes will be scheduled the first week of each month, depending on student enrollment and Facilities Engineering work load. Special arrangements can be made for training outside of the first week of each month on a case by case basis.</p> <p>Forklift Operator Licensing requirements are successful completion of 4 hours of classroom training and 4 hours of practical training with a forklift.</p>   |
| <hr/>                            |   |
| <b>c. Training Requests</b>      | Requests for training and licensing should be submitted to Facilities Engineering at least 10 working days before scheduled classes.  |
| <hr/>                            |   |
| <b>d. Checking out forklifts</b> | <p>The Integrated Support Command Comptroller Division is responsible for issuing forklifts to tenant commands for their use.</p> <p>Forklifts will only be checked out to personnel who have a current approved forklift operator's license (i.e. National Safety Council Forklift Operators License or any other forklift operators license recognized by OSHA Part 1910-178(1) such as the license issued by ISC Seattle).</p> <p>Hard Hats and Safety Shoes are required to be worn at all times while operating a forklift. In some instances other protective clothing may be required for the handling of hazardous materials.</p> <p>All ISC traffic regulations are to be strictly observed while operating forklifts.</p> <p>Failure to observe Safety and Traffic Regulations will result in the loss of forklift operating privileges onboard the ISC</p> |
| <hr/>                            |   |

# Integrated Support Command Seattle, Standard Operating Procedures

## Customer Handbook

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### 5. Transportation

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- |  |   |
|--|---|
| <b>a. General</b>  | The ISC Comptroller Division provides transportation of freight services to ISC Divisions, tenant commands both ashore and afloat, visiting vessels moored at Pier 36, and other units on request. This service applies primarily to the transportation of freight via commercial surface and air modes.  |
| <hr/>  |   |
| <b>b. Packing and labeling</b>                               | <p>The requesting unit is responsible for properly packing and labeling all outbound freight. If the requesting unit lacks the necessary materials to prepare the freight for shipment, the following shall apply:</p> <ol style="list-style-type: none"><li>1. For small pieces of freight that do not require special packing, contact the ISC Comptroller Division for assistance. They will provide all necessary packing material and assist in its packing.</li><li>2. For large pieces of freight that require construction of special wooden crates, contact the ISC Facility Engineering Division for assistance. They can construct an appropriate crate.</li></ol> |
| <hr/>  |   |
| <b>c. Firearms, explosives and other hazardous materials</b> | Firearms, explosives and other hazardous materials. The originating unit must fully and accurately identify the contents of shipments. The Comptroller Manual Vol. II, Chap 2, COMDTINST M4600.11 (Series) and Code of Federal Regulations Title 49-Transportation, impose numerous restrictions on the shipment of firearms, explosives and other hazardous (dangerous) materials. ISC Comptroller Division may refuse shipments which do not comply. All outlined units must certify their hazardous material outgoing.   |
| <hr/>  |   |
| <b>d. Documentation</b>                                      | <p>The originating unit shall transfer outgoing freight to the ISC Comptroller Division with a funded Requisition and Invoice/Shipping Document (Form DD-1149), clearly citing the name of the shipping unit and consignee, authority for shipment, priority, shipment mode requested, chargeable accounting data, weight, dimensions, description of items being shipped, etc.</p> <p>Once shipment is processed, the Comptroller Division will provide information/obligation copies of all pertinent documentation to the shipping unit, i.e., Commercial Bill of Lading (CBL), Freight Bill, etc.</p>   |
| <hr/>  |   |
| <b>e. Funding</b>  | The originating unit must provide or arrange funding for all freight charges. Therefore, the unit's accounting data must be clearly shown in Block #4 of the DD-1149. Comptroller Division personnel can assist in determining the most economical modes of shipment to meet delivery requirements.   |
| <hr/>  |   |



# Integrated Support Command Seattle, Standard Operating Procedures

## Customer Handbook

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### 6. Flex Pass Policy

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- a. General**
- The Coast Guard, in accordance with public legislation, has authority to provide employees who regularly commute to and from work via a DOT-approved Mass Transit carrier within the Seattle and Portland metropolitan areas up to \$65 per month of tax-free benefits.
- The D13 Fare Media Approving Official, the ISC Procurement Branch Chief (fp) purchases yearly fare media called “Flex Pass” from the Seattle area Transit Companies and makes issues to authorized employees who are currently registered in the program.
- 
- b. Approved Mass Transit Carriers**
- The following Seattle and Portland area transit companies are DOT approved:
- Seattle Metro
  - Washington State Ferry System
  - Community Transit
  - Pierce County Transit
  - Kitsap County Transit
  - TriMet (Portland OR area)
  - C-Tran (Vancouver WA/Portland OR area)
- 
- c. Eligible participants**
- Eligible participants in the Seattle area include Coast Guard military members (active or reserve on ADT or extended active duty) and civilian employees (including appropriated and non-appropriated fund employees) of the Thirteenth Coast Guard District Office, Facilities Design & Construction Center Pacific, ISC Seattle, and all ISC Seattle tenant commands.
- Note: Reservists on IDT and Contractors who work at CG units are not entitled to use the Mass Transit Fare Media Program.
- 
- d. Enrollment**
- First time users of the Mass Transit Media Fare Program shall register in the program by filling out an Application of Fare Benefit form, which is available at the ISC (fp) office and at each issue point.
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*(Continued on next page)*

# Integrated Support Command Seattle, Standard Operating Procedures

## Customer Handbook

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### 6. Flex Pass Policy, Continued

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#### **e. Fare Media issue**

Yearly issues of Mass Transit Media in the Seattle area will normally take place at ISC Seattle, D13, and FD&CC Seattle on the last week of September. The actual times of each issue will be passed via email prior to the end of the Fiscal Year by the Fare Media Approving Official. Notification is normally, but not exclusively published in the online Plan-of-the Week.

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#### **f. For more information**

Any questions regarding this program should be directed to the ISC Procurement Office at (206) 217-6425 or 6374.

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# Integrated Support Command Seattle, Standard Operating Procedures Customer Handbook

## Exhibit E-6-1 – FLEXPASS Application

<b>APPLICATION FOR TRANSIT BENEFIT</b>			
<input type="checkbox"/> Check this box only if you are <u>currently enrolled</u> in the Mass Transit program <b>AND</b> you are <b>"changing"</b> your residence or duty station			
Name: _____ (Last) (First) (MI) (Last 4 of SSN)			
Home Address: _____ (Number / Street) _____ (City) (State) (Zip)			
<b>YOUR WORK SITE</b> (check ONLY one box <b>AND</b> complete the line below)			
<input type="checkbox"/> D13 Jackson Federal bldg <input type="checkbox"/> Any unit at Pier 36 <input type="checkbox"/> Other			
Stationed at: _____ (Your Unit) (Unit Phone Number) (Grade/Rank)			
<b>YOUR MODE OF TRANSPORTATION</b> (check ONLY one box)			
<div style="border: 1px solid black; padding: 5px; text-align: center;"><b>DHS</b></div>	<input type="checkbox"/> Ferry <input type="checkbox"/> Bus, Rail, Van Pool, Other		<div style="border: 1px solid black; padding: 5px; text-align: center;"><b>DHS</b></div>
<p><b>EMPLOYEE CERTIFICATION:</b> I HEREBY CERTIFY THAT I AM EMPLOYED BY THE DEPARTMENT OF HOMELAND SECURITY AND AM NOT NAMED ON A WORKSITE PARKING PERMIT WITH DHS OR ANY OTHER FEDERAL AGENCY. I ALSO CERTIFY THAT I AM ELIGIBLE FOR A PUBLIC TRANSPORTATION FARE BENEFIT, WILL BE USING IT FOR MY DAILY COMMUTE TO AND/OR FROM WORK, AND WILL NOT TRANSFER IT TO ANYONE ELSE. IN ADDITION, I CERTIFY THAT THE MONTHLY TRANSIT BENEFIT I AM RECEIVING DOES NOT EXCEED MY AVERAGE MONTHLY COMMUTING COST (BASED ON A 20 DAY MONTH COMMUTING BY PUBLIC TRANSPORTATION).</p> <p>THIS CERTIFICATION CONCERNS A MATTER WITHIN THE JURISDICTION OF AN AGENCY OF THE UNITED STATES AND MAKING FALSE, FICTITIOUS, OR FRAUDULENT CERTIFICATION MAY RENDER THE MAKER SUBJECT TO CRIMINAL PROSECUTION UNDER TITLE 18, UNITED STATES CODE, SECTION 1001, CIVIL PENALTY ACTION PROVIDING FOR ADMINISTRATIVE RECOVERIES OF UP TO \$5,000 PER VIOLATION, AND/OR AGENCY DISCIPLINARY ACTIONS UP TO AND INCLUDING DISMISSAL.</p> <p style="text-align: center;"><b>I understand that if the Flex Pass is stolen, I can present a police report for replacement at no cost. If I lose it or detach from my unit without returning the Pass, I understand that I will be charged a replacement fee.</b></p> <p>_____ (Applicant's Signature) (Date)</p> <div style="border: 2px solid black; padding: 5px;"><p>Signature of Supervisor verifies that Applicant uses Mass Transit for Commuting Purposes</p><p style="text-align: right;">_____ (Signature of Supervisor)</p></div> <p><b>Privacy Act Statement:</b> This information is solicited under authority of Public Law 101-509. Furnishing the information on this form is voluntary, but failure to do so may result in disapproval of your request for public transit fare benefit. The <b>purpose</b> of this information is to facilitate timely processing of your request, to ensure your eligibility, and to prevent misuse of the funds involved. This information will be matched with lists at other Federal Agencies to ensure that you are not listed as a carpool or vanpool participant or a holder of any other form of vehicle worksite parking permit with DHS or any other Federal Agency. I understand that if a parking space has been assigned to me because of my position <b>and</b> I use the Mass Transit system, I will maximise the use of the parking space by designating its use to a non-user of Mass Transit.</p> <p style="text-align: right;">Local Reproduction Revised: 27 Aug 2003</p>			

# Integrated Support Command Seattle, Standard Operating Procedures

## Customer Handbook

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### 7. Excess Property

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- |                        |  |
|------------------------|--|
| <b>a. General</b>      | Units physically located at Pier 36 will temporarily transfer excess property for screening to the Comptroller Division Logistics Branch. The unit's Property Officer or representative shall prepare a DD 1149 listing all items to be screened.  |
| <hr/>                  |  |
| <b>b. Notification</b> | The Logistics Branch Chief shall be notified ahead of time to expect property delivery. Upon arrival Logistic Branch personnel shall review the DD 1149, and if all the necessary information and data has been provided by the unit, accept the material by signing and providing a copy of the form back to the unit.  |
| <hr/>                  |  |
| <b>c. Screening</b>    | Once the material has been accepted by the Logistics Branch, our personnel will screen the property per Coast Guard Property Management Manual and prepared all necessary documentation, including DRMO e-tickets, SF 120 or any other documentation prescribed. Upon completion of the screening process, the Logistics Branch will forward copies of the final disposal documentation to the originating unit for their records.   |
| <hr/>                  |  |
| <b>d. Updates</b>      | Units shall remain responsible for updating their own property inventories in the Oracle Financial Assets database, CMplus or any other asset management system after final disposition notification from ISC Seattle. However, the Comptroller Division has the option of taking possession or ownership of any material or property declared excess by the unit, and if the option is exercise, the Logistics Branch will complete the appropriate entries in the Coast Guard Oracle Financial Assets Database and notify the unit Property Officer. This will be done on a case-by-case basis with the approval of the ISC Seattle Property Officer, only after informing the Comptroller Division Chief. |
| <hr/>                  |  |

# Integrated Support Command Seattle, Standard Operating Procedures

## Customer Handbook

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### 8. Mail Service

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- |                                       |  |
|---------------------------------------|--|
| <b>a. General</b>                     | The ISC operates a mailroom and provides limited mail services to tenant commands (but not individual members) in accordance with the Postal Manual, CMDTINST M5110.1 (series). Effective mail communication directly influences a command's ability to operate efficiently. Procedures to ensure rapid and accurate delivery of mail are therefore a necessary part of the command's operational posture. |
| <hr/>                                 |  |
| <b>b. Regular Mail</b>                | All regular mail services are available for outgoing mail. Personal outgoing mail must have adequate postage to cover costs.   |
| <hr/>                                 |  |
| <b>c. Accountable Mail</b>            | Registered and Certified Mail services are available for official government mail only.  |
| <hr/>                                 |  |
| <b>d. Postage Stamps/Money Orders</b> | These services are not available. However, CGES Seattle sells U.S. postage stamps at cost.   |
| <hr/>                                 |  |
| <b>e. Personal Mail</b>               | Personal mail services are provided only for those members whose home address is aboard the ISC, and permanent BEQ residents. Incoming and outgoing personal mail received for crewmembers or civilian employees with private residences will be returned to sender.   |
| <hr/>                                 |  |
| <b>f. Problems</b>                    | Mail problems may be brought to the attention of the mail room attendant during normal working hours or to the mailroom Supervisor at ext.6424. After-hours emergencies should be brought to the attention of the ISC Command Duty Officer.  |
| <hr/>                                 |  |
| <b>g. Schedule</b>                    | <p>Mail Center Hours</p> <p>0730 – 1530 Open to Mail Orderlies</p> <p>0730 – 1000 Mailroom Open</p> <p>1000 – 1230 Mailroom Closed</p> <p>1230 – 1530 Mailroom Open</p> <p>For access after hours contact the Comptroller's Office (206-217-6424, X6429 or the ISC CDO (206)510-7858.</p>  |
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# Integrated Support Command Seattle, Standard Operating Procedures

## Customer Handbook

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### 8. Mail Service, Continued

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- h. Mail Security** Unit Mail Orderly or Clerks are to open all mail addressed to the unit command and/or suspicious packages in the Mail Center prior to departing with the mail. If mail is found to be contaminated with biological or chemical hazards contact security immediately x 6990.
- 
- i. Afloat Units**
1. All cutters prior to departing for patrols longer than 5 calendar days shall make arrangements with ISC Seattle's Mail Center Clerk to receive all mail and packages, if Mail Clerk is not available contact the Mail Manager at x6424.
  2. The Mail Room Clerk is responsible for contacting the unit's Mail Manager at least 72 hours prior to their scheduled departure. The Mail Room Clerk shall at that time request the cutter's Mail Manager picks up all mail and packages received by the Mail Center at least 24 hours prior to their scheduled departure. ISC Seattle's Mail Manager shall conduct a visual inspection of the Mail Room prior to the cutter's departure to make sure no mail or packages are overlooked. If the unit has not picked up mail and packages, then the Mail Manager (or their representative) will deliver the mail and packages to the cutter's quarterdeck prior to their departure.
  3. Under no circumstances will mail or packages be forwarded from the ISC Mail Center to the Navy FPO system within 30 days of the unit's scheduled return to homeport. Additionally, the Navy FPO shall not be used for delivery to Alaska, unless the unit specifically request we do so in writing
- und to be contaminated with biological or chemical hazards contact security immediately x 6990.
-

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## **F. Personnel Services**

### **1. Temporary Party Management**

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**a. General**

Integrated Support Command Seattle hosts numerous afloat and ashore tenant commands, as well as providing support to units from within the 13th & 17th Coast Guard Districts. On average, ISC Seattle manages 30 to 40 Administratively Assigned and TAD personnel continually. Because of this large number of personnel that must be supervised, and because many cases require close supervision, it is necessary to maintain strict guidelines prior to and during assignment of personnel to ISC Seattle. These procedures and requirements are intended to be guide in determining the most appropriate disposition of personnel. Tabs A and B are provided to assist in this process. There are numerous reasons for which commands find it necessary or desirable to seek temporary assignment for their personnel. In certain cases, there may also be a need to administratively assign personnel to ISC Seattle. Unit leaders/commanders should consider the following criteria and be willing to address it with the XO, ISC Seattle:

- Does the member's situation seriously impact parent unit readiness?
- Balancing the member's interests, can ISC provide services that the parent unit cannot?
- What leadership & management advantage is gained by sending member to ISC?
- What is the projected disposition and anticipated departure date for member?

Units intending to transfer personnel to ISC Seattle (ADASGN or TAD) must complete the Critical Data Disclosure Form. The information on the Critical Data Disclosure Form will be used in evaluating the above criteria.

---

**b. Reporting in/  
transferring out**

During normal working hours report to the ISC Customer Service Branch, 3rd floor, Bldg 1 room 312.

After hours and on weekends report to the Command Duty Officer at the BEQ Main Desk. Provide emergency phone information and report to the ISC Customer Service Branch on the next workday, obtain a check-in/check-out sheet, complete it within 24 hours and return to the Customer Service Branch upon completion.

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*(Continued on next page)*



# Integrated Support Command Seattle, Standard Operating Procedures

## Customer Handbook

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### 1. Temporary Party Management, Continued

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#### c. Assignment to duties

Unless assignment is specifically directed in the official orders, the Chief, Customer Service Branch shall interview incoming personnel and endeavor to assign them to a local command/ISC division consistent with their desires, capabilities, and the A&T Personnel Management Plan (Chap 4).

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#### d. Correctional Custody Unit (CCU)

This program attempts to correct the attitude and motivation of junior enlisted personnel (E-3 and below) through a regimen of hard work, intensive counseling, physical motivation, and attitudinal training conducted in a strict military environment and is located at the U.S. Navy Submarine Base Bangor, WA. This program is considered a better alternative to sending the member TAD to ISC Seattle. The CCU can be reached at (360) 315-4402 or via the CCU web site at <http://www.brig.navy.mil/ccu.htm> for check-in procedures. Commands are responsible for weekly visits. **Chaplain visits are not considered a replacement for command visits.** ISC Seattle is available to conduct visits on behalf of units located outside a reasonable commuting distance from Bangor (i.e. over 50 miles). It is requested that any unit sending a member to CCU info ISC Seattle.

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#### e. Termination of temporary assignment

Since most types of temporary assignments involve known return, expiration or discharge dates, personnel can expect to be transferred out (normally returned to their regular unit) upon completion of the temporary period. In any case, persons transferring out shall check-out with the Customer Service Branch prior to departing the ISC.

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#### f. Comments/ Suggestions

Any units with comments for improvement to this ISC Seattle guidance are highly encouraged to contact the ISC Seattle Administration Officer by phone at (206) 217-6407, or via e-mail.

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# Integrated Support Command Seattle, Standard Operating Procedures Customer Handbook

## Exhibit F-1-1 – Guidelines and Checklist for TDY and A&T Personnel

**This checklist must be completed in all cases for Administrative or Temporary Assignment of personnel to ISC Seattle for medical, further transfer, or disciplinary reasons and forwarded with orders, Unit PDR and Health Record.**

- \_\_\_\_\_ Initial Contact made Executive Officer to Executive Officer of ISC Seattle at (206) 217-6406 to discuss issues requiring administrative assignment or TAD. Disclose any issues that will give overall "snapshot" of member including special needs, mental, performance, suicidal/homicidal tendencies, etc. (refer to the Critical Data Disclosure Form)
- \_\_\_\_\_ If pursuing Administrative Assignment, WAS a message request to EPM-2 with ISC Seattle as info addressee sent?
- For Medical type assignment what is the ICD Code: \_\_\_\_\_
- Any Treatment/Counseling recommended: \_\_\_\_\_,
- if applicable, have appointments been made: \_\_\_\_\_,
- If yes, what is the location and date of appointment: \_\_\_\_\_, on \_\_\_\_\_.
- \_\_\_\_\_ Send Unit PDR and Health Record with member (hand carried) as well as Duty Status Chit for medically personnel.
- \_\_\_\_\_ ORDERS - All personnel shall report with orders (even no cost). Members requiring medical appointments away from the ISC shall have orders with a TONO and ACCT for medical travel. Commands must supply TONO and Acct for any member left behind no cost that is to join their unit while deployed.
- \_\_\_\_\_ Discharge Package must be completed prior to departure from your command (if discharge anticipated) and forwarded thru Chain of Command. Date forwarded: \_\_\_\_\_. (send copy of discharge package with PDR)
- \_\_\_\_\_ Physical for Involuntary Separation Completed/Scheduled for \_\_\_\_\_ (if discharge anticipated)
- \_\_\_\_\_ Contact ISC Collateral Duty Addiction Rep (drug/alcohol related issues).
- \_\_\_\_\_ If assignment is for disciplinary reasons, SNM must have NJP completed:
- date of mast: \_\_\_\_\_, punishment received: \_\_\_\_\_.
- \_\_\_\_\_ If SNM is enroute to new unit, A or C School, destination is: \_\_\_\_\_
- \_\_\_\_\_ Ship Departs: \_\_\_\_\_. Anticipated arrival at 1st port of call: \_\_\_\_\_.

**\*ALL MEMBERS MUST ARRIVE WITH FULL SEABAG AND ENOUGH MONEY TO EAT FOR 3 DAYS. IF TRAVELING, SNM MUST HAVE ENOUGH MONEY FOR EMERGENCY LODGING AND FOOD OR BE A GOVERNMENT TRAVEL CARD HOLDER\***

**\*Must be completed and e-mailed to ISC Executive Officer, Chief, Personnel Services Division and Chief, Customer Service Branch prior to assignment of individual to ISC Seattle.**

**Integrated Support Command Seattle, Standard Operating Procedures  
Customer Handbook**

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**Exhibit F-1-2 – Critical Data Disclosure Form for TDY and A&T Personnel**

**Rank/Grade/Name:** \_\_\_\_\_

**Unit:** \_\_\_\_\_

**Date ADASGN/TAD to start:** \_\_\_\_\_ **Anticipated end of TAD/ADASGN:** \_\_\_\_\_

**Marital Status/Nbr of Dependents:** \_\_\_\_\_

**Discharge Status:** \_\_\_\_\_ **Date of RELAD/Discharge:** \_\_\_\_\_

**Physical date scheduled /completed:** \_\_\_\_\_/\_\_\_\_\_

**Reason for TAD/ADASGN:** \_\_\_\_\_

**Check all applicable critical issues and explain below:**

**Suitability Issues:**

\_\_\_\_Alcohol \_\_\_\_Drugs \_\_\_\_Financial/Indebtedness  
\_\_\_\_Mental Health \_\_\_\_Weight Issues \_\_\_\_Disciplinary \_\_\_\_Performance Issues  
\_\_\_\_Suicide/Homicide Ideation/Gestures/Attempts \_\_\_\_Core Values

**Administrative Issues:**

\_\_\_\_PCS/TAD Orders pending \_\_\_\_HUMS/Hardship \_\_\_\_School Pending \_\_\_\_SWE Participant  
\_\_\_\_Duty Status FFFD/FFLD/NFFSD \_\_\_\_Evals/OER Due \_\_\_\_Family/Worklife  
\_\_\_\_Medical Condition \_\_\_\_Physical Health/Pregnant \_\_\_\_BAH/Govt Lease \_\_\_\_Own a vehicle  
\_\_\_\_Security Clearance \_\_\_\_Weight Issues \_\_\_\_CGIS Investigation \_\_\_\_Victim of a Crime  
\_\_\_\_Witness to a Crime \_\_\_\_Military Protective Order \_\_\_\_NJP \_\_\_\_Restriction  
\_\_\_\_Extra Duties \_\_\_\_Court-Martial Punishment \_\_\_\_Any Other Issues

**Explanation of above items:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**\*Must be completed and e-mailed to ISC Executive Officer, Chief, Personnel Services Division and Chief, Customer Service Branch prior to assignment of individual to ISC Seattle.**

# Integrated Support Command Seattle, Standard Operating Procedures Customer Handbook

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## 2. Armed Forces Identification Cards / Common Access Cards

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**a. General** The ISC ID Card desk issues Armed Forces Identification cards by appointment only and provides Defense Enrollment Eligibility Reporting System (DEERS) services for all authorized beneficiaries in the greater Seattle area.

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**b. Supporting documentation** Documentation required to verify eligibility for issuance of an ID card and DEERS enrollment will vary depending on the beneficiary and purpose for requesting a card (e. g. replacing a lost card, initial issue for a newly acquired dependent, change in expiration date, etc.). The following is a list of items that may be required:

- Retirement order
- DD-214
- Marriage, birth, or death certificate
- VA letter of certification
- Validated DD-Form-1172 (not older than 90 days)
- Picture ID

Please check with your unit administrative specialists or the ID card desk (206-217-6510), if you have any questions about supporting documentation requirements.

---

**c. Shoplifting and Privileges** ID Cards are government property. Any commissioned or noncommissioned officer or military police member may confiscate an ID card that is being fraudulently used. In shoplifting cases, the ID card will be confiscated and turned over to the Executive Officer for appropriate action.

- For those suspected of a single shoplifting incident involving less than \$50 in goods, a one-year suspension on all applicable privileges will be entered.
- For those suspected of multiple shoplifting incidents of any value, or a single incident involving \$50 in goods or more, a three year suspension on all applicable privileges will be entered.

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# Integrated Support Command Seattle, Standard Operating Procedures Customer Handbook

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## 2. Armed Forces Identification Cards Continued

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**d. Location and  
hours of operation**

The ID Card desk is located in building 1, room 320. The ID Card desk is open during the following hours by appointment only:

Monday through Friday 0900-1130 and 1300-1430

Saturday and Sunday (except holidays)

(Normally the 1<sup>st</sup> weekend of each month only) 0800-1100 and 1200-1500

- **Closed ALL Federal Holidays.**
  - **Closed August 4<sup>th</sup> (or other published date) for CG Day Celebrations**
-

# Integrated Support Command Seattle, Standard Operating Procedures

## Customer Handbook

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### 3. Private Owned Vehicle (POV) Decals

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**a. General** POV decals will be issued in accordance with the policies set forth in reference (a). Additional requirements as set by Commanding Officer, Integrated Support Command Seattle are listed below to ensure compliance with Commandants policy. Exceptions to this policy may only be granted upon written request to the ISC Seattle Executive Officer.

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**b. Reference** Detailed information on the POV decal program can be found in:

- a) Physical Security and Force Protection Program, COMDTINST M5530.1C, Chapter 7.
- b) U.S. Coast Guard Privately Owned Vehicle Database – User Manual 03/25/2004 – CG COMDT (G-863)

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**c. Authorized Personnel** POV decals shall only be issued to the following personnel:

- 1. Active Duty, Reserve, CG Civilian Employees, and their dependents, assigned to a Coast Guard unit located in Whatcom, Skagit, Island, Snohomish, King, Pierce, Thurston and Kitsap counties in Washington State and stating in writing on their application that they need frequent access to the Pier 36 complex.
- 2. Civilian contractors of the Coast Guard and Coast Guard Auxiliary assigned to Pier 36 and a letter from their sponsor stating the need for frequent access to the Pier 36 complex.
- 3. Retired members of any branch of the armed forces whose official address (verified by DEERS/RAPIDS, Current LES, or Utility Bill in their name, located within the eight county area listed above in subparagraph 1) and providing written statement on their application of the need for frequent access to the Pier 36 complex.

**NOTE:** All members listed above shall report to ISC (cbs) within 14 days of reporting to register their POV(s) driven onboard ISC Seattle. ISC will update the national database with each member's new information. New decals will be issued for any vehicle described above that does not have a current POV Decal.

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**Integrated Support Command Seattle, Standard Operating Procedures  
Customer Handbook**

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### **3. Private Owned Vehicle (POV) Decals, Continued**

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**d. Additional  
Vehicle decal  
identifiers**

All personnel assigned to ISC Seattle and tenant commands located within the Pier 36 complex, will be issued a "Pier 36" decal to be placed to the right (when looking at the decal from the front of the vehicle) of the expiration tab of the POV decal. This tab is to assist in identifying vehicles authorized to access the ISC complex during heightened force protection levels. Cars without this decal will not be permitted on base when FPCON C or above is set. This decal shall be the same size as the date expiration tab and shall be an orange background with black lettering. This tab is to be removed by the owner of the POV upon request of the commanding officer of ISC Seattle or if the member is no longer assigned to a command within the ISC complex.

---

**e. Location and  
hours of operation**

ISC Customer Service Branch, located in Building 1, Room 320 issues POV decals during the following times:	
Monday through Friday	0900-1130 and 1300-1430
Saturday and Sunday (except holidays) (Normally the 1 <sup>st</sup> weekend of each month only)	0800-1100 and 1200-1500
Closed Federal Holidays Closed August 4 <sup>th</sup> (or other published date)	To attend CG Day Celebrations

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*(Continued on next page)*

# Integrated Support Command Seattle, Standard Operating Procedures

## Customer Handbook

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### 3. Private Owned Vehicle (POV) Decals, Continued

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**f. Required supporting documentation**

The following documents are required for POV decal issuance:

- Proof of adequate vehicle liability insurance,
- Proof of valid current state registration, in the name of the applicant
- Valid state driver's license
- Valid government identification card.
- Proof of residence in the WA state counties of Whatcom, Skagit, Island, Snohomish, King, Pierce, Thurston, and Kitsap.

**Emissions:** Members assigned to the ISC complex - owning vehicle(s) licensed in a state *other than* WA State, manufactured after (25 years\* from application date, i.e. in 2003 would be after 1968) and, more than 5 years prior to the date of application, must show proof that the vehicle has passed a Washington State (King County) air emissions test prior to obtaining a POV decal. This requirement is in cooperation with the state's Clean Air Act effort to reduce harmful emissions by vehicles operated within King County on the ISC Complex.

*More information is available on the Washington State DMV website at: <http://www.leg.wa.gov/RCW/index.cfm> - Title 46. \*Cars over 25 years and within 5 years are except under this section of the RCW.*

Please call the Customer Service Desk at (206) 217-6510 if you have any questions about the documentation requirements prior to your arrival for decal issuance.

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# Integrated Support Command Seattle, Standard Operating Procedures Customer Handbook

## 4. Servicing Personnel Office (SPO) Services

- a. General** The ISC Seattle provides pay, personnel and household goods counseling/transportation services.
- b. Reference** Detailed information and worksheets for processing pay and personnel transactions can be found in:  
(a) Personnel and Pay Procedures Manual (PPPM),  
PSCINST M1000.2 (series)
- c. Accessing services** The unit's administrative staff representative is the member's primary point of contact for accessing SPO services. Transactions are normally completed according to the process described in this table.

Stage	Who does it	What happens
1	Member	Notifies command administration team or Executive Officer of change in pay entitlement or other personnel status change, and provides documentation and/or worksheets required by PPPM manual or Direct Access. Member goes to unit administration team or Executive Officer when needing assistance with Direct Access transactions.
2	Unit	Verifies accuracy, completeness and compliance with PPPM or other directives for applicable status changes, and provides approval or endorsement when required. Renders assistance as required to member, when the member enters transactions in to Direct Access.
3	Unit	Transmits required information and documentation to designated SPO Yeoman by: <ul style="list-style-type: none"><li>• Unit prepared transmittal form</li><li>• Electronic Mail (Coordinate with ISC CSB)</li><li>• Record message traffic (deployed cutters).</li></ul>
4	SPO YN	Verifies completeness of transmitted information, completes appropriate transactions, and confirms receipt/completion with unit.
5	Member/Unit	Verify completion and/or accuracy of transaction through review of subsequently issued LES/PDIF.

# Integrated Support Command Seattle, Standard Operating Procedures

## Customer Handbook

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### 5. Agent Cashier

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#### a. General

The agent cashier provides travel advances (traveler's checks charged against the member's orders or travel charge card) for members traveling under TDY/TAD orders, and, in cases where there is insufficient lead time to provide advances via direct deposit, PCS moves.

---

#### b. Location and hours of operation

The cashier's cage is located in building 1, room 320. The cashier's cage is open during the following hours:

Monday through Friday:            0900-1030 and 1300-1430

In unusual circumstances special arrangements can be made for the cage to be opened outside these hours.

- The cashier's cage is closed on Federal Holidays and on CG Day (Aug 4<sup>th</sup>) Celebration Dates.
-

# Integrated Support Command Seattle, Standard Operating Procedures

## Customer Handbook

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### 6. Conference Rooms

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- a. Background**     The Conference Rooms are operated and maintained by ISC Seattle primarily as an official meeting, conference, and training area for use by Coast Guard commands in or visiting the Seattle area. It is not generally available for private functions.
- b. Policy**     The following users may reserve the Conference Rooms for functions that are carried out in accordance with applicable Federal, Coast Guard, MLC Pacific, and ISC Seattle laws and regulations.
- Priority 1: Official USCG Command Functions—including Active Duty, CG Auxiliary, and CG Reserve commands. Examples: training, inspections, meetings, conferences, traditional Coast Guard celebrations (e.g. retirements, promotions, changes of command, military unit/class reunions, and District Commander or unit CO receptions). Reservations may be made for these functions up to one year in advance.
  - Priority 2: Semi-official USCG functions held by organizations wholly made up of CG interests, or principally involving matters concerning core CG mission areas. Examples: events held by the CPOA, CWOA, PNOA CGEA, CG retiree/spouse/family organizations, CGA Alumni Association, Power Squadron training, and CG Foundation meetings. Reservations may be made up to 90 days in advance.
  - Priority 3: DOT or DOD functions parallel to Priority 1 & 2 functions, and “supporting organizations” as cited in paragraph 3.D. of the Public Affairs Manual (e.g. Navy League, VFW, American Legion, etc.). Reservations may be made up to 45 days in advance.
  - Priority 4: Other users. Applicants other than those above must submit a written request to the Commanding Officer, ISC Seattle, for use of the conference rooms enclosed as Exhibit F-6-1. Functions involving organizations with a close USCG nexus and other federal agencies seeking to carry out official business will be given consideration. Most functions involving private matters (e.g. weddings, graduations, birthday parties, family reunions, holiday gatherings, etc.) will not be approved.

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*(Continued on next page)*

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## Customer Handbook

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### 6. Conference Rooms, Continued

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**c. Deposits,  
Cabinets, Fees,  
and Responsibility**

At this time, no fee is charged for use of the conference rooms. However, if upkeep of the rooms becomes a problem, this fee use policy may be revised without notice.

Locked cabinet spaces in the “Bear” conference room bar and kitchen areas may be assigned to Priority 1 and 2 users outlined in the paragraph (b) above.

Damage deposits may be collected. The responsibility for the physical condition of the room and conduct of persons in attendance rests wholly with the command, association or person hosting the function. The host party shall repair, replace, or pay for any loss or damage occurring to the conference rooms caused as a result of their function. Users who fail to properly care for and clean up the conference rooms may be suspended from further use of the facility.

An ISC representative (usually an Admin YN or the CDO) and a representative of the hosting command/organization shall inspect and inventory the facility before and after use.

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**d. Use of alcohol**

Sponsors of conference room functions must insure that, in accordance with Washington State Law, persons under the age of 21 do not consume alcohol. Consumption of alcohol by those over 21 is permitted only after submission and approval of a written application to the ISC Seattle Command. See exhibit F-6-2 for an “Alcohol Use Application Form.”

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**e. Reservations**

All members must submit request for reservation of the conference rooms. Priority 1 applicants can contact the ISC Seattle’s Command Secretary at (206-217-6363) for short notice request. A reservation calendar is maintained and requests are appointed on a first come first serve basis. However, the Commanding Officer of ISC Seattle reserves the right to change or cancel reservations at anytime. Priority 2, 3 and 4 applicants may submit an electronic request form on the ISC Seattle Web-page on the right hand side is the link. See exhibit F-6-1 to fax a request.

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**f. Audio/Visual  
equipment use**

Generally, use of built-in audiovisual systems is restricted to normal working hours. The ISC Admin Officer may approve exceptions. Any audio/visual equipment needed shall be requested at the time of reservation.

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**Integrated Support Command Seattle, Standard Operating Procedures  
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**Exhibit F-6-1 – ISC Conference Room Reservation Sheet**

\*\*\*\*\*

**CIRCLE ONE: (Bear Room (115 max) (Chinook Room (315 max) (Sockeye Room (25 max)**

\*\*\*\*\*

DATE/TIME: \_\_\_\_\_ UNIT/DIVISION/BRANCH: \_\_\_\_\_

POINT OF CONTACT (NAME/PHONE): \_\_\_\_\_

EVENT DESCRIPTION: \_\_\_\_\_

ESTIMATED ATTENDANCE: \_\_\_\_\_

\*\*\*\*\*

*The following equipment can be made available in the Bear and Chinook Room only:*

\_\_\_\_\_ Wireless Clip-on Microphone

\_\_\_\_\_ Wireless Hand-held Microphone

\_\_\_\_\_ Podium Microphone

\_\_\_\_\_ Lite Pro Projector

\_\_\_\_\_ VCR

Other: \_\_\_\_\_

\*\*\*\*\*

*I agree to check-in with the ISC Seattle Administration Branch, ext. (206)217-6363 to gain access to the space. For after hours and weekend reservations, check in with the ISC Duty Watch Stander at ext. (206)217-6410. You are required to notify the ISC Admin Branch Representative or the CDO before departing the space. A brief inspection will be conducted, with any discrepancies either noted or corrected on the spot. Alcohol consumption must be approved in advance by the ISC Commanding Officer. A separate "Application To Use Alcoholic Beverages On Board ISC Seattle" must be completed before the date of the reservation. **Failure to comply with these regulations may result in being denied the use of these facilities in the future.***

\_\_\_\_\_  
Signature of Responsible Party

\*\*\*\*\*

**ISC SEATTLE USE ONLY**

Available/Not Available

Reservation Made/Not Made

Alcohol Form Attached/Not Requested

Command Secretary Signature: \_\_\_\_\_

\*\*\*\*\*

CHECK IN: \_\_\_\_\_ CHECK OUT: \_\_\_\_\_

(Admin Rep/CDO)

(Admin Rep/CDO)

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

ITEMS	SAT	UNSAT	ITEMS	SAT	UNSAT
Carpets	_____	_____	Carpets	_____	_____
Decks	_____	_____	Decks	_____	_____
Trash cans emptied	_____	_____	Trash cans emptied	_____	_____
Kitchen	_____	_____	Kitchen	_____	_____
Bar area	_____	_____	Bar area	_____	_____
Heads	_____	_____	Heads	_____	_____

Comments: \_\_\_\_\_

# Integrated Support Command Seattle, Standard Operating Procedures

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### Exhibit F-6-2 – Alcohol Use Request

#### APPLICATION TO USE ALCOHOLIC BEVERAGES ON BOARD ISC SEATTLE

Alcoholic beverages, as defined by CG Regulations 9-2-14, may be used only at locations that are designated morale, welfare, and recreation (MWR) facilities at ISC Seattle, per USCG Regulations and PACAREA instruction 5353.1. If you are requesting to use alcoholic beverages at any ISC Seattle location other than those listed in paragraph 7 below, you must submit a formal request to PACAREA (P) or MLCP (m), via the Commanding Officer, ISC Seattle. Such applications may take a significant amount of time to process, and are generally not endorsed favorably or approved.

1. Date of event: \_\_\_\_\_
2. Start/end times for event: \_\_\_\_\_
3. USCG unit/organization sponsoring event: \_\_\_\_\_
4. Reason for event: \_\_\_\_\_
5. Anticipated number of participants: \_\_\_\_\_
6. Point of contact name and phone number: \_\_\_\_\_
7. The following locations are designated MWR facilities of ISC Seattle for special social purposes (including the use of alcoholic beverages) when authorized in writing by CO/XO, ISC Seattle. Check the location you wish to use:  

_____ Bear Room	_____ Chinook Room	_____ Museum
_____ Galley, Dining Room and/or Adjacent Rec Deck	_____ Gym/Tennis Court	
_____ Special Event Covered Tent Area (e.g. Change of Command)	_____ Gazebo	
8. Type(s) of alcoholic beverages to be served:  

_____ Beer	_____ Wine
_____ Other (specify: _____)	
9. Initial each line indicating you understand and will comply with the following:  

_____	<b>NO Person under the age of 21</b> will be served or allowed to consume alcohol.
_____	Food will be served and non-alcoholic beverages will be readily available for the entire time alcohol is served.
_____	Nobody will leave the designated MWR area with an alcoholic drink in an open container/glass/cup.
_____	Guests partaking of alcohol will be supervised, and no one in attendance will be served alcohol if intoxicated or nearing intoxication (intoxication is defined by the State of Washington as .08 blood alcohol).
_____	Although all efforts will be made to avoid guest intoxication, in no case will anyone be allowed to operate a vehicle after attending the event if unfit to drive lawfully and safely; designated non-drinking drivers will be available and used as needed or appropriate.
_____	The event will be safe, professional, and reasonably quiet.
_____	I will ensure a proper check-in and check-out with the ISC Seattle CDO, the ISC Chief Master-at-Arms, or ISC admin representative. The area(s) used will be completely cleaned up to his/her satisfaction prior to my departure.
_____	I will be personally responsible for, and present throughout, the event.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

COMMAND ENDORSEMENT: APPROVED / DISAPPROVED

\_\_\_\_\_  
ISC CO/ XO Seattle Signature

\_\_\_\_\_  
Date

# Integrated Support Command Seattle, Standard Operating Procedures

## Customer Handbook

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### 7. BEQ Reservation Policy

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**a. Active Duty  
TAD or PCS  
within D13  
AOR**

- No sooner than 30 days in advance.
  - At check-in, will be required to show ID card and/or orders.
  - Cancellation required by 0800 the day before reserved date.
- 

**b. Reserves  
(ADT): CG and  
other services  
attached to a  
CG unit.**

- More than 50-mile commute as per ISC Seattle map grid.
  - No sooner than 14 days in advance.
  - At check-in, will be required to show ID card and/or orders.
  - Cancellation required by 0800 the day before reserved date.
- 

**c. Reserves  
(IDT): Coast  
Guard**

- More than 50-mile commute as per ISC Seattle map grid.
  - No sooner than 5 days in advance.
  - Cancellation required by 0800 the day before reserved date.
- 

**d. Geographic  
Bachelor**

- Requires ISC command approval.
  - Subject to eviction, within 24 hours of notification, as may be required to house higher priority personnel.
- 

**e. All others on  
space available  
basis.**

- Cannot check-in prior to 1600.
- Residents residing on space available, other than PCS, TAD, ADT or IDT must check in with reservations desk by 1200 to check availability. If unavailable, must check out by 1600.
- **No** reservations for Active Duty or Reserves from **other** services unless under orders by a Coast Guard unit.
- **No** reservations for other agencies.
- **No** reservations for retirees.

Cancellations not received will result in a letter to the member's command and tracked. Habitual abuse of non-cancellation will result in no reservations being accepted for the offending individual.

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# Integrated Support Command Seattle, Standard Operating Procedures

## Customer Handbook

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### 8. Coast Guard Mutual Assistance

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- |                                |   |
|--------------------------------|---|
| <b>a. General</b>              | The ISC Commanding Officer is designated as Regional Director for Coast Guard Mutual Assistance (CGMA) within the Thirteenth Coast Guard District. The ISC Chief, Personnel Services Division is designated as a Representative to provide CGMA services to all eligible personnel who are not assigned to a command which has its own Representative account. The ISC Representative has designated the Work-Life Supervisor as an Assistant Representative who will process all CGMA requests requiring Regional Director-level approval. CGMA requests will be processed in accordance with the Coast Guard Mutual Assistance Manual, copies of which are available through the CGMA website at <a href="http://www.cgmahq.org/">http://www.cgmahq.org/</a> .  |
| <b>b. Emergency Assistance</b> | After hours, emergency CGMA assistance is available through the closest American Red Cross, Army Emergency Relief, Navy-Marine Corps Relief Society, or Air Force Aid Society offices. Emergency assistance through these other sources is limited to \$1000.   |
| <b>c. Request Preparation</b>  | CGMA requests cannot be processed without a completed form CGMA-5 (Application for Coast Guard Mutual Assistance Loan or Grant) including a command endorsement. To avoid processing delays, commands are strongly encouraged to provide as much pertinent information as possible regarding the specifics of the applicant's request including copies of the member's most recent Leave and Earnings Statement, copies of bills or statements, and ensure that the Financial Information portion of the CGMA-5 is complete and accurate. Representatives forwarding applications for Regional Director approval are also strongly encouraged to contact the Work-Life Supervisor prior to submission to discuss CGMA policy and procedure to minimize processing delays caused when incomplete packages are submitted. |
| <b>d. Request Submission</b>   | CGMA-5 forms and supporting documents may be hand-carried, mailed, or sent via facsimile to the ISC Seattle Administration Branch. The address is Commanding Officer (pa), USCG ISC Seattle, 1519 Alaskan Way, South, Seattle, WA, 98134. The telephone number is (206) 217-6400 and the facsimile number is (206) 217-6639.  |

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# Integrated Support Command Seattle, Standard Operating Procedures

## Customer Handbook

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### 8. Coast Guard Mutual Assistance, Continued

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#### e. Request Processing

All Coast Guard Mutual Assistance requests will enter the processing system through the ISC Administration office. Upon receipt those requiring Regional Director approval will be assigned a control number and entered into the Director' log for tracking. Upon determination action by the Regional Director, the application package will be returned to the submitting Representative for appropriate action.

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#### f. Key Personnel and contact information

<b>CGMA Title</b>	<b>ISC Billet</b>	<b>Telephone Number</b>
Regional Director (RD)	Commanding Officer	217-6405
Asst. RD	Executive Officer	217-6406
Representative, ISC	Chief, Pers. Services Div.	217-6401
Asst. Rep., ISC	Chief, Cust Serv Branch	217-6407
Asst. Rep. (RD aide)	Work-Life Supervisor	217-6611
Asst. Rep., ISC	CSB Branch Yeoman (E-6)	217-6402

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#### g. CGMA Representatives within the ISC AOR

Sector Astoria  
Sector North Bend  
Sector Port Angeles  
Integrated Support Command Seattle  
Sector Seattle  
Sector Portland Oregon  
Station Chetco River  
Station Yaquina Bay  
USCGC ACTIVE  
USCGC ALERT  
USCGC HEALY  
USCGC MELLON  
USCGC MIDGETT  
USCGC POLAR SEA  
USCGC POLAR STAR  
USCGC STEADFAST

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# Integrated Support Command Seattle, Standard Operating Procedures Customer Handbook

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## 9. ISC Seattle Learning Center

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### a. Purpose

To establish procedures for acquisition, administration, and safeguarding of tests within the ISC Seattle Learning Center.

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### b. Types of Testing

Defense Activity for Non-Traditional Educational Services (DANTES)  
Defense Language Proficiency Test (DLPT)  
Armed Forces Classification Test (AFCT)  
End of Course Test (EOCT)  
Service Wide Exams (SWE)  
Independent tests (college tests, other approved tests)  
Other approved military related tests

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### c. References

Learning Center Test Control Officer (TCO), Alternate Test Control Officer (ATCO), or Interim Test Control Officer (ITCO) shall be familiar with all pertinent testing information contained in the below references:

- Armed Services Military Personnel Accession Testing Programs, COMDTINST M1130.24, (Located at Institute Website)
  - Coast Guard Personnel Manual, COMDTINST M1000.6(series)
  - Personnel Service Center Instruction, PSCINST M1418.1C,
  - Training and Education Manual, COMDTINST M-1500.10B,
  - AFCT SOP (Located at Institute Website)
  - ALCOAST 585/05, Coast Guard Foreign Language Program
  - ALCOAST 141/04, Update to ASVAB Class "A" School Composite Scores
  - DANTES Examination Program Handbook (DEPH) (CD or EMIS)
  - DLPT SOP (Located at Institute Website)
  - ESO Procedures Guide Volume I: Non-Resident Training EOCT Management (Located at Institute Website)
  - ESO Procedures Guide Volume III: Voluntary Education Programs (Located at Institute Website)
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# Integrated Support Command Seattle, Standard Operating Procedures Customer Handbook

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## 9. ISC Seattle Learning Center, Continued

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### **d. Testing Facilities**

#### Minimum Standards:

- 1) Controlled testing will be scheduled for definite periods of time, and entrance into and out of the room will be prohibited after testing has begun. Major tests will not be mixed with routine tests (i.e. PRAXIS, SAT, DLPT, ASE, etc. will not be simultaneously scheduled with routine tests such as CLEP, DSST, ECE, etc).
- 2) Controlled testing will be performed only in rooms where all windows are securable and the Test Examiner has a clear view of all examinees.
- 3) The testing room will be well-lighted, ventilated, and quiet as possible. Only the TCO/ATCO will determine if the noise level is such that a fair test cannot be given. It must be used only for testing purposes when scheduled, and have adequate seating to allow reasonable separation during testing. For the purpose of test administration, an interval timer to accurately time test must be available.
- 4) Location. Testing will be conducted at the following location(s): Building One within the ISC Seattle Learning Center or other locations at pier 36 when deemed necessary to accommodate a large number of examinees (generally over 25).
- 5) Hours of Operation: 0730-1500.

### **e. Eligibility for Testing**

- 1) Eligibility for testing is determined by reference(s) listed in paragraph c to the applicable test to be administered.
- 2) All personnel admitted to testing must have authorization by the TCO or ATCO.

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*(Continued on next page)*

# Integrated Support Command Seattle, Standard Operating Procedures Customer Handbook

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## 9. ISC Seattle Learning Center, Continued

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- f. Responsibilities**
- 1) Appointment of TCOs will be done IAW appropriate references cited in paragraph c. For example, the DANTES TCO shall be appointed using the DANTES Exam Program Handbook (DEPH) instructions. DLPT TCO shall be appointed via instructions contained in the DLPT SOP or posted at the CG Institute website.
  - 2) The Education Services Officer (ESO) will:
    - a) Review this SOP at least annually to ensure there are no material weaknesses in the testing area not addressed.
    - b) Ensure that the testing program is managed according to all applicable references.
  - 3) The Test Control Officer (TCO) will:
    - a) Ensure all applicable testing appointment orders are current.
    - b) Receive training specific to the duties of TCO and successfully complete applicable exams to qualify for TCO (i.e. both DANTES and DLPT require training and successful completion of examination after the training. DANTES further requires a review of the VHS tape “Test Security is Your Responsibility”).
    - c) Take over TCO responsibilities only upon compliance with all provisions IAW all applicable references listed in paragraph 10.c.
    - d) Ensure all tests and test materials are properly ordered, received, safe guarded, and returned to the appropriate agency.
    - e) Ensure the current versions of all test administration instructions are available to the Test Examiner.
    - f) Be familiar with the references listed in paragraph c, and have them readily available. References may be available in various formats, such as CD, computer desktop, internet favorites or hard copy—but they will be “readily” available.

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*(Continued on next page)*

# Integrated Support Command Seattle, Standard Operating Procedures Customer Handbook

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## 9. ISC Seattle Learning Center, Continued

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- g) Check all materials upon receipt and acknowledge receipt by return of signed shipping form. Sign all answer sheets and other official documents to complete the transmittal.
  - h) Be physically located in the same building during the time when testing is being conducted.
- 4) The Alternate Test Control Officer (ATCO) will:
- Act in the place of the TCO in all functions, except that final responsibility for testing rests with the TCO.
- 5) The Interim Test Control Officer (ITCO):
- Is appointed, using the same procedures as for a TCO, if a TCO is departing permanently and no immediate permanent replacement is possible. This position is mainly used when there is a break in time between the outgoing TCO and the incoming one, and can be used for no more than 90 days. The ITCO has the same responsibilities and duties as the TCO.
- 6) The Test Examiner will:
- a) Be authorized to administer tests IAW applicable reference(s) in paragraph 10.c.
  - b) Possess a Baccalaureate Degree from a regionally or nationally accredited college or university. This requirement may be waived by the Coast Guard Institute. This waiver must be on file in the appropriate test center.
  - c) Ensure all test results are entered into the appropriate databases as specified in applicable TCO references.
  - d) Successfully complete all required training programs and corresponding examinations to be qualified to conduct the required testing services according to its applicable references(s) listed in paragraph 10.c.

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**Integrated Support Command Seattle, Standard Operating Procedures  
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## **9. ISC Seattle Learning Center, Continued**

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- e) Be responsible for the daily operations of the testing site during the cited hours in paragraph 10.d and administer tests IAW paragraph 10.h.
  - f) Be physically located in the same building during the time when testing is being conducted.
  - g) Remain in the test room throughout testing unless relieved by a qualified replacement (TCO or ATCO). **A TEST PROCTOR IS NOT A QUALIFIED REPLACEMENT.**
  - h) Ensure all locally scored tests are scored, recorded, and reported to the TCO within one working day after administration.
  - i) Ensure all DANTES tests are posted to DANTES Inventory.
  - j) Maintain all tests and related materials as specified in paragraph 10.c.
  - k) Report all suspected cases of test loss, damage, or compromise (to include cheating) to the TCO or ATCO immediately. For DANTES tests, assist TCO/ATCO in complying with DEPH, Part I, Test Loss and Compromise, Volume II will be followed. All other tests follow appropriate reference(s) in paragraph 10.c.
  - l) Participate in all inventories and inspections of tests and test materials by the TCO, ATCO or Disinterested Officer/GS-11 (or higher).
- 7) The Test Proctor will:
- a) Be authorized to proctor tests IAW applicable reference(s) in paragraph 10.c.
  - b) Assist the Test Examiner in test surveillance when the number of simultaneous examinees exceeds the number specified in the applicable reference(s) cited in paragraph 10.c.
  - c) Quietly walk around the testing room continually while testing is in progress to deter cheating.
  - d) Have no access to any controlled tests or materials.

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# Integrated Support Command Seattle, Standard Operating Procedures

## Customer Handbook

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### 9. ISC Seattle Learning Center, Continued

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#### g. Test Security 1) Test Containers:

All controlled tests shall be stored in a GSA 4 or 5 drawer security container (safe) with build-in combination lock. All other tests may be stored in a lockable metal file cabinet as allowed IAW applicable reference(s) in paragraph 10.c.

#### 2) Combination Changes:

Combinations will be changed when any change in testing personnel occurs (TCO, ATCO, ITCO, Test Examiner) and the outgoing personnel are no longer allowed access to the controlled tests IAW applicable reference(s) in paragraph 10.c.

#### 3) Physical Security:

- a) Test safe(s) will never be left open unless the TCO, ATCO, or Test Examiner is in full sight of the safe.
- b) All openings and closings of the safe shall be documented on SF 702 and should be verified by an individual who does not know the combination. The SF 702 will be maintained a minimum of one year
- c) Nothing will be stored in any test safe other than control tests and test materials, such as controlled answer sheets.
- d) All locally controlled tests will be serial numbered and accounted by those numbers. Storage, transmittal, and administration shall be IAW instructions provided by the issuing agency.

#### 4) Access:

Only the TCO, and the ATCO will have access to the combination(s) to the secure container(s) and key(s). Test Examiners are authorized to have a key to the non-controlled test file cabinet (s).

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**Integrated Support Command Seattle, Standard Operating Procedures  
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**9. ISC Seattle Learning Center, Continued**

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5) Transport of Tests:

- a) The transportation of controlled tests outside the testing area will be held to an absolute minimum and done only when there is overriding need to test off-site.
- b) Only the TCO or ATCO have the authority to take controlled tests out of the normal test area and then, only to locations within the TCO's Coast Guard AOR.
- c) During the period the tests are away from the normal test site, the TCO (or ATCO) will ensure they are always in his/her possession. Locked containers or briefcases must be used when tests are not in use and always kept in sight.
- d) Test Stock: Shall be applicable to TCO directives.
- e) Usage and Special Ordering Patterns: Will be analyzed at least annually to determine if stock levels should be adjusted up or down. The number of tests stocked shall be the minimum.
- f) Test Receipt: Accountable exam materials will be held in secured storage at official mail pickup site. Only the TCO/ATCO will sign for all accountable exam materials shipments.

---

**h. Test Administration**

- 1) All applicable test administration instructions will be followed. Examiner will be familiar with administration instructions and clear up any questions prior to the test.
- 2) Examinee Identification: Each examinee must provide official picture identification (i.e. military ID or appropriate civilian ID).

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*(Continued on next page)*



# Integrated Support Command Seattle, Standard Operating Procedures

## Customer Handbook

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### 9. ISC Seattle Learning Center, Continued

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#### 3) Examinee Registration:

Each examinee will be required to sign DD Form 1572 (the testing register) on the line showing name, ID number, unit of assignment, contact telephone number, date, the test taken, and date/time the test started. Test registers will be kept on file for a minimum of two years.

#### 4) Test Instructions:

Will be limited to what is presented in the applicable test administration instructions. The Test Examiner will not discuss test material with the examinee except to clarify the original test instructions. Blank pieces of paper shall be provided as allowed in the test administration instructions.

#### 5) Examinee breaks: Examiner will have a plan for scheduled and unscheduled examinee breaks so test control integrity is maintained

#### 6) Testing Conditions:

- a) Environmental conditions will be checked prior to each session to ensure minimum standards are met as cited in DEPH I-10.
- b) Chairs will be checked prior to each test session to ensure they are not “rocky” or otherwise uncomfortable for the examinee.
- c) Examinees will be sufficiently separated to minimize the chance of cheating.
- d) Test Examiner will be physically present during all testing sessions and visual supervision will be maintained. The Test Examiner will walk among the examinees at least twice each hour to observe test-taking behaviors.
- e) Timed tests will be properly started and terminated at the appropriate time. Examinees will be informed, prior to testing, of any time limits that exist.

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*(Continued on next page)*

## Integrated Support Command Seattle, Standard Operating Procedures Customer Handbook

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### 9. ISC Seattle Learning Center, Continued

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- f) No talking, eating, smoking, or drinking will be allowed in the testing room.
- g) Hats and outer garments (i.e., raincoats or winter coats) will be left outside the testing room. In addition, no books, notebooks, or other materials will be allowed in the testing room unless allowed by the test administration instructions.
- h) All electronic devices such as cell phones, palm pilots, digital cameras, and the like will be left outside the testing room. Most cell phones come with cameras and present a significant risk to test security.
- i) Test proctors will be used to supplement test examiner as dictated in appropriate reference(s) in paragraph 10.c (i.e., for DANTES tests: If more than 15 examinees are scheduled to test at a time, one Test Proctor will be employed in the testing room for every additional 15 examinees). The number of examinees required to warrant an additional proctor varies from test to test. Hence, ensure applicable references are verified.

#### 7) Upon Test Completion:

- a) The Test Examiner will collect all material issued.
- b) All scratch paper issued will be collected and destroyed (recommend use of shredder).
- c) Prior to dismissing the examinees, the Test Examiner will make a page by page check for pencil marks or any damage or page loss in the test booklet.
- d) In the event of damage or loss of test materials the Test Examiner will:

Ensure no examinee leaves the testing room, then phone the TCO or ATCO for assistance so that he/she can attempt to determine who has taken/lost/mutilated the test materials. In the case of test material loss or missing pages from controlled tests, if no determination can be made, the TCO/ATCO will contact the MPs/CID immediately. The TCO's chain of command (immediate supervisor or next up) and the Coast Guard Institute Commanding Officer will then be notified. A total lock-down of the center should occur while the MPs/CID are on the way.

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*(Continued on next page)*

**Integrated Support Command Seattle, Standard Operating Procedures  
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**9. ISC Seattle Learning Center, Continued**

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- e) The Test Examiner will log out each examinee upon completion, fill in the completion time, and sign each completed line of the test log to indicate all materials have been returned.
  - f) In the event an examinee did not complete the test the following will apply:
    - 1. In the case of a non-controlled test, test materials will be collected, set aside, and the TCO will determine the examinee's eligibility to continue the test.
    - 2. In the case of a controlled test, the test will be treated as if it were completed.
  - g) No examinee will be permitted to leave the testing area with test materials.
- 

**i. Test Scoring  
and Scoring  
Recording**

- 1) When directed by instruction(s) or appropriate reference(s), respective test(s) will be scored as instructed.
  - 2) When directed by instruction(s) or appropriate reference(s), respective test score will be recorded as instructed.
- 

**j. Test Material  
Transmittals**

- 1) Packaging:

All controlled test answer sheets (and test booklets, if required) will be double-wrapped. The inner envelope will identify the contents controlled test items.
  - 2) Mailing (Controlled)
    - a) Examination materials will be returned (mailed) via certified mail and tracked IAW with applicable reference(s) cited in paragraph 10.c.
    - b) After receiving the certification number and recording it on the DANTES 1560/14 (or other form where applicable), the test package will be double wrapped and returned by Certified Mail. All other test shipments will be mailed IAW their specific instructions.
    - c) Originals of DANTES Form 1560/14 (or other form if applicable) and all certified mail receipts will be kept on file for at least one year.
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## Customer Handbook

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### 9. ISC Seattle Learning Center, Continued

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- d) If the TCO does not receive acknowledgment of receipt from the testing agency within 45 days, the TCO shall follow-up with the testing agency to locate missing test.
- e) The Coast Guard supply point, FOT Storekeeper, will hold in secure container for only the TCO/ATCO to sign for all controlled examination materials. Examination materials shall be received, inventoried, and stored in approved safe IAW applicable reference cited in paragraph 3. Note: If the TCO/ATCO is not available to sign for the test materials and someone else is, they may do so and deliver it appropriately. If the TCO/ATCO is not going to be able to secure the materials in the safe for at least 1-2 days, the materials may be secured in a locked drawer until the TCO/ATCOs return. If the TCO/ATCO is going to be away for an extended period of time, a decision should be made regarding returning the UNOPENED materials to the appropriate national testing agency.

#### 3) Mailing (Non-controlled)

Completed independent tests will be mailed using instructions provided by the academic institution's professor. Questions or clarification on specific test mailing procedures should be addressed to the examinee's professor.

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#### **k. Inventorying**

- 1) Tests that are received without serial numbers will be assigned a local serial number and be inventoried at the same frequency as listed in paragraph a, b, and c below:
  - a) Monthly (Stocking Centers): By the TCO/ATCO. TCO/ATCO will conduct a monthly inventory (at minimum) of all tests on hand, jointly if possible, with the Test Examiner's assistance. The monthly inventory will be maintained on file in the Testing Room.
  - b) Quarterly (Stocking Centers): By the TCO. A DANTES Form 1560/12 will be completed (for DANTES tests) and forwarded through channels to the DANTES testing agencies so that they arrive on or before the date as published in the DANTES Examination Program Handbook. Tests will be accounted for by serial number. Record and process quarterly inventories of other types of tests IAW applicable references cited in paragraph 10.c.

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**9. ISC Seattle Learning Center, Continued**

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c) Special: Upon change of TCO, both the outgoing and incoming TCO will conduct an inventory of all tests on hand (jointly if possible), with the Test Examiners assistance. A DANTES Form 1560/12 will be completed and forwarded through channels to DANTES signed by each. Tests will be accounted for by serial number. The incoming TCO will also conduct a page count of all test materials (excluding sealed test booklets). Record and process quarterly inventories for other types of tests IAW applicable references cited in paragraph 10.c.

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**I. DANTES  
Annual Test-  
ing Facilities  
Review**

This inspection will be conducted by a disinterested officer or civilian employee (GS-11 or higher). The inspector must be appointed by the installation commander IAW provisions of the DANTES Examination Program Handbook. The report will be made on a DANTES Form 1560/11 and forwarded through channels to the DANTES contractor NLT 31 December each calendar year.

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**m. Test Loss/  
Compromise**

- 1) Suspected test compromise, test loss, or incidents of cheating shall be reported to the TCO and applicable references for reporting suspected test compromise shall immediately be followed.
  - 2) Controlled test loss/compromise will trigger provisions of the DANTES Examination Program Handbook or if not DANTES exam, other appropriate reference(s).
  - 3) If there is any indication of theft, fraud, or collusion in connection with the test violation, the local CID will be called immediately.
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### 9. ISC Seattle Learning Center, Continued

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<b>n. Acronyms</b>	<ul style="list-style-type: none"><li>• AFCT</li><li>• ATCO</li><li>• C</li><li>• CID</li><li>• CLEP</li><li>• COB</li><li>• DANTES</li><li>• DEPH</li><li>• DOD</li><li>• DSST</li><li>• ECE</li><li>• EMIS</li><li>• ESO</li><li>• ESS</li><li>• GED:</li><li>• GRE</li><li>• GSA</li><li>• GMAT</li><li>• IAW</li><li>• ID</li><li>• ITCO</li><li>• MOD</li><li>• MP</li><li>• NCO</li><li>• NLT</li><li>• PCS</li><li>• SAT</li><li>• SF</li><li>• SOP</li><li>• TCO</li><li>• TELCOM</li></ul>	<ul style="list-style-type: none"><li>Armed Forces Classification Test</li><li>Alternate Test Control Officer</li><li>Composite Disk</li><li>Criminal Investigation Division</li><li>College Level Examination Program</li><li>Close of Business</li><li>Defense Activity for Non-Traditional Education Support</li><li>DANTES Examination Program Handbook</li><li>Department of Defense</li><li>DANTES Subject Standardized Tests</li><li>Excelsior College Examinations</li><li>Examination Management Information System</li><li>Education Services Officer</li><li>Education Services Specialist</li><li>General Education Development</li><li>Graduate Record Examination</li><li>General Services Administration</li><li>Graduate Management Aptitude Test</li><li>In Accordance With</li><li>Identification</li><li>Interim Test Control Officer</li><li>Miscellaneous Obligation Document</li><li>Military Police</li><li>Non-Commissioned Officer</li><li>Not Later Than</li><li>Permanent Change of Station</li><li>Scholastic Aptitude Test</li><li>Standard Form</li><li>Standard Operating Procedure</li><li>Test Control Officer</li><li>Telephonic Communication</li></ul>
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## **G. Environmental Services**

### **1. HAZMIN Center Customer Service Guide**

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**a. Introduction**     The ISC Seattle Hazardous Materials Minimization (HAZMIN) Center was established to provide centralized procurement, storage, and tracking of hazardous materials used by units located at Piers 36 and 37. This approach will enable the Coast Guard units at the facility to meet the following goals: reduce workplace hazards, reduce hazardous materials costs, reduce hazardous waste costs and quantities, reduce the potential for hazardous materials spills, and facilitate regulatory reporting.

Hazardous materials include all chemicals and products that are required to have a Material Safety Data Sheet (MSDS) by OSHA since they may pose a risk to human health. The HAZMIN Center will ensure sufficient supplies of hazardous materials are available to meet the routine requirements of registered customers. The HAZMIN Center Manager will procure and maintain material stock levels in quantities based on the Authorized Use List (AUL) of each customer (see paragraph t). Efforts will be made to ensure that products are within shelf life when received, and can meet reasonable delivery dates

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**b. Excluded Products**     Due to practical constraints and regulatory exemptions, the HAZMIN Center will not manage all hazardous materials used by the Pier 36/37 units. The following hazardous materials will not be purchased, stored, or tracked by the HAZMIN Center. Purchases of these products do not require HAZMIN Center Manager approval, but should be tracked in accordance with applicable requirements. These products are not exempt from hazardous waste disposal requirements, and disposal of empty containers, spent products, or unusable products should be coordinated with the ISC Seattle Environmental Branch.

- Office supplies (e.g., printer, copier and typewriter cartridges; pens, markers and ink pads; and office correction tape and fluid)
- Batteries (including lead-acid batteries)
- Calibration gases for monitoring instruments
- Medical and dental supplies, equipment and pharmaceuticals
- Compressed gases (except flammable gases and refrigerants)
- Air sampling/testing media (e.g., Drager colorimetric tubes)
- Light bulbs and tubes
- Bulk fuel transported by tanker truck or barge
- Ammunition and pyrotechnics
- Welding rods and solder
- Chemlights

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# Integrated Support Command Seattle, Standard Operating Procedures

## Customer Handbook

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### 1. HAZMIN Center Customer Service Guide, Continued

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#### **c. Customer Participation**

ISC Seattle and the tenant commands located at Piers 36 and 37 are expected to fully participate in the HAZMIN Center as registered customers if they use or store hazardous materials (except exempted products) on board the facility. As a registered customer, the unit/organization agrees to obtain all hazardous materials through the HAZMIN Center, and to abide by the procedures contained in this guide. Contractors cannot participate in the HAZMIN Center but may be subject to other hazardous materials management requirements.

There are situations when registered customers must purchase hazardous materials through their respective procurement shops. As addressed later in this guide, customers would normally obtain prior purchase approval from the HAZMIN Center Manager, and would ensure that all hazardous materials brought onto the facility are properly inventoried, labeled, and stored.

When a deployed unit (such as a cutter, small boat, or Aids to Navigation Team) requires hazardous materials while deployed, prior HAZMIN Center approval is not required to complete the purchase. However, the customer should attempt to only purchase items on their AUL. When the unit returns to ISC Seattle, they should contact the HAZMIN Center to arrange for inventory, labeling and storage of any excess hazardous material transported to ISC Seattle.

#### **d. Contacting the HAZMIN Center**

The HAZMIN Center Manager's office is located at the ISC Seattle Environmental Office, within Building 14. Building 14 is located just north of the main gate. The HAZMIN Center warehouse is attached to Building 14.

Standard HAZMIN Center hours of operations are 0700-1130, and 1230-1500, Monday through Friday, except holidays. Services will not be available after normal operating hours unless previously arranged between the customer and the HAZMIN Center Manager, or in an emergency. During normal business hours, the HAZMIN Center may be reached at the following telephone numbers.

Primary Telephone	206-217-6073
Alternate Telephone	206-217-6986, 6972, or 6985
Fax Machine	206-217-6971

The emergency contact for the HAZMIN Center is the ISC Seattle CDO at 206-217-6410 or 206-510-7858. The CDO will contact a member of the Environmental Branch to assist in issuing emergency supplies.

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# Integrated Support Command Seattle, Standard Operating Procedures Customer Handbook

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## 1. HAZMIN Center Customer Service Guide, Continued

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### e. Visiting the HAZMIN Center

The HAZMIN Center is an industrial warehouse with all the attendant workplace hazards, including potential hazardous substance spills and heavy equipment operations. All personnel visiting the warehouse shall adhere to safety precautions and wear appropriate personal protective equipment (PPE). The HAZMIN Center Manager may prohibit visitors at any time that safety cannot be assured. Only properly trained personnel will be permitted unsupervised access to the facility.

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### f. Available Products

Cost Material includes products purchased by the HAZMIN Center to meet customers' AULs. Cost Material issues will be reimbursed by the customers.

Cost Avoidance (C/A) Material includes products purchased by a customer and turned into the HAZMIN Center as excess. The material has already been paid for, and will be issued free of charge to any authorized customer.

Regional C/A Material includes products advertised through regional Department of Defense HAZMIN programs (typically Army or Navy programs). Regional C/A Material may be available at no charge, however transportation from off-site may be required.

Courtesy Storage Material includes those products purchased by a unit and stored in the HAZMIN Center for the exclusive use of that unit. Courtesy storage is discouraged, and will only be allowed if space is available on a case-by-case basis. The customer must use the material by a deadline determined by the HAZMIN Center considering the product's shelf-life. After the established timeframe, if the material has not been used, the HAZMIN Center will offer the Courtesy Storage Material as C/A Material to avoid disposal costs and to achieve pollution prevention (P2) goals.

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### g. Requesting Materials

Requests may be submitted to the HAZMIN Center in person, or by telephone, fax, email, or message. A Purchase Request (PR) is not required. Requests for products should include the following information: product name, manufacturer, quantity, and whether a copy of the MSDS is required. Requests for special projects and deployments should include a required-by date.

Only products on a customer's AUL will be issued to a customer unless the customer's P2 Coordinator and the HAZMIN Center Manager have approved the product for one-time use. Any unit member may request and sign for products, unless the requesting unit specifies a list of authorized requestors.

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# Integrated Support Command Seattle, Standard Operating Procedures Customer Handbook

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## 1. HAZMIN Center Customer Service Guide, Continued

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### **h. Types and Timelines for Requests**

Routine requests are for materials needed to replenish the customer's 7-10 day supply. Routine requests will normally be fulfilled the same day.

Emergency requests are for materials necessary to correct an equipment casualty or a sudden deployment requirement. Emergency requests will normally be processed the same day. Some emergencies may call for material not in stock; if this occurs, the HAZMIN Center will work with the customer to find the most expedient means to obtain the material.

Special project requests are for materials needed to complete a non-routine project. These materials would not normally be in the customer's 7-10 day supply, and a minimum notice of three days is required for the HAZMIN Center to assemble the materials. When making a special project request, customers should indicate the required-by date for each product.

Deployment requests are for materials needed for use off-site. The amount or type of material is not normally in the customer's 7-10 day supply. Notice of a deployment requirement should be provided to the HAZMIN Center at least 30 days in advance, and the required-by date should be indicated.

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### **i. Issuing AUL Materials**

The HAZMIN Center will attempt to fulfill product requests using available C/A Material. If C/A Material is not available, then Cost Material will be issued on a reimbursable basis.

If the product is available and is on the customer's AUL, no further approvals are required. The request will be processed by the HAZMIN Center and a pick-up time scheduled with the customer. If the product is on the customer's AUL but on-hand supplies are depleted and it is not otherwise readily available, the product will be requisitioned in one of the following ways:

- HAZMIN Center Manager initiates an expedited requisition for the product. When received by the HAZMIN Center, the product will be checked into the inventory system, and the customer will be contacted to arrange a pick-up time. The customer will be responsible for cost reimbursement.
  - HAZMIN Center Manager authorizes the customer to directly requisition the product by signing the customer's Purchase Request. When the product arrives on base, the customer will coordinate with the HAZMIN Center to arrange for inventory tracking and control.
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# Integrated Support Command Seattle, Standard Operating Procedures Customer Handbook

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## 1. HAZMIN Center Customer Service Guide, Continued

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### **j. Issuing Non-AUL Items**

If the requested product is not on the registered customer's AUL, the customer shall submit a written request to the HAZMIN Center Manager, via the unit's Pollution Prevention Coordinator. After required approvals have been obtained, the request will be processed as described in the previous paragraphs. The request should include the following information.

- Product Name/Description
  - Product stock number (NSN)
  - Manufacturer
  - Quantity required (include high/low if permanent increase to AUL)
  - Material Safety Data Sheet
  - Justification/Purpose (indicate if one-time only or increase to AUL)
  - Command/division, telephone number, and name of requestor.
- 

### **k. Issuing to Non-Registered Customers**

Non-registered customers will be issued materials from the HAZMIN Center on a product availability basis, after considering the immediate needs of registered customers. Non-registered customers should follow the above procedures for non-AUL items.

Non-registered customers will be issued products for one-time use only, and empty containers or excess product should be returned to the HAZMIN Center at the completion of the project. If a non-registered customer makes repeated requests for products for use and/or storage on the facility, they will be required to become a registered customer with an Authorized Use List.

Arrangements for cost reimbursements by the non-registered customer will be coordinated with the ISC Seattle Comptroller Division.

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### **l. Material Tracking**

All hazardous materials used on the facility, except excluded products, should be tracked through the HAZMIN Center inventory control system from initial arrival on the facility until the containers are empty and disposed of.

Prior to product issue, the HAZMIN Center Manager will log the details of the transaction into the HAZMIN Center Database, including the quantity and type of material, customer, new storage location, and other key data. The container(s) will be labeled with a tracking code. A receipt for the transaction will be generated, with a copy furnished to the customer. The customer representative picking up the material will be required to sign for the transaction.

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# Integrated Support Command Seattle, Standard Operating Procedures

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### 1. HAZMIN Center Customer Service Guide, Continued

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#### **m. Material Safety Data Sheets**

It is the responsibility of each unit to maintain current MSDS's for products used by that unit. Additionally, the HAZMIN Center Manager will maintain a master file of MSDS's for all hazardous materials issued by or stored at the HAZMIN Center. Copies of MSDS's may be obtained from the HAZMIN Center upon request.

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#### **n. Storage Lockers**

Customers will locally store a 7-10 day supply of hazardous materials that are regularly used at their worksites. For the afloat customers, the 7-10 day supply would normally be the minimum required while the vessel is pier side.

Customers are expected to procure and maintain appropriate storage lockers to accommodate the aggregate of on-hand materials. The lockers should be appropriate to the materials stored, and only compatible materials should be stored in a single locker.

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#### **o. Empty Containers**

Every effort should be made to fully use the contents of containers because partially full containers may quickly become hazardous waste. All empty containers will be collected by the customer and turned in to the HAZMIN Center for product usage tracking. Customers should turn in empty containers to replenish the 7-10 day issue.

Except for aerosol cans, empty containers may be collected in the customer's work area until turned in to the HAZMIN Center. Empty aerosol cans should be turned in as they are generated, or collected in an approved Satellite Accumulation Area in accordance with hazardous waste accumulation requirements. The following defines when a container is empty:

- A container with less than one inch of solid residue is considered empty.
- A container holding liquids is considered empty when no more liquid will pour from the container when it is inverted.
- An aerosol container is considered empty when pressure in the container equals atmospheric pressure (e.g., the can will no longer spray, and no liquids are evident when the can is shaken).

Deployed units may dispose of empty containers for products used while deployed, if they are disposed of in accordance with the applicable local hazardous waste regulations. The HAZMIN Center has no requirement to track hazardous materials usage off the facility.

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### 1. HAZMIN Center Customer Service Guide, Continued

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**p. Excess Material**

Unused or partially full containers, outside the 7-10 day supply or exceeding quantities needed for an immediate project/deployment, should be turned in to the HAZMIN Center for storage and redistribution. If the material is in good condition, has sufficient shelf-life remaining, and is on the Master AUL, it will be offered to registered customers as C/A Material. If the material is not on any customer's AUL, or has exceeded its shelf-life, it will be offered to regional HAZMIN Center programs or turned in to DRMO for resale. If the shelf-life has expired and cannot be extended, or if the material is not considered safe for further use, the material will be properly disposed.

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**q. Customer Invoicing**

All HAZMIN Center issues of Cost Materials will be fully reimbursed by the customer. Ordinarily no credit will be given for partially full containers returned to the HAZMIN Center. However, financial or material credit may be provided to a customer who returns an unopened container if the product is usable, on an AUL, and within its shelf-life.

The HAZMIN Center account is initially minimally funded at the beginning of each fiscal year, and the HAZMIN Center Manager uses this account to procure new material to maintain on-hand supplies. When materials are issued, the HAZMIN Center Manager will provide a receipt to track reimbursement status. The receipt should be used for customer internal tracking. The HAZMIN Center Manager will prepare a monthly memorandum that identifies the cost of materials issued to each customer in the previous month. A copy of this report will be provided to the ISC Comptroller and to each customer.

At the end of every quarter, the HAZMIN Center Manager will consolidate monthly charges for the previous quarter, and request reimbursement of the HAZMIN Center account from each customer. The ISC Comptroller will directly debit ISC Seattle accounts and reimbursement from tenant commands will normally be made by TARMOD.

In August of every year, each registered customer will be required to submit a list of items projected to be required during the month of September. If the customer does not provide a list in a timely manner, the HAZMIN Center Manager will project the customer's September usage based on past history. This is necessary to ensure accounts management can be accomplished by the end of the fiscal year.

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# Integrated Support Command Seattle, Standard Operating Procedures Customer Handbook

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## 1. HAZMIN Center Customer Service Guide, Continued

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### **r. Visiting Unit Invoicing**

Visiting units (i.e., units that are not tenants of ISC Seattle) will be charged for Cost Materials at the time of issue. The HAZMIN Center Manager will prepare a form DD1149 with the relevant supply data and the non-registered customers accounting string. A copy of the DD1149 will be submitted to the ISC Comptroller for processing reimbursement.

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### **s. Customer Reports**

The following documentation and reports will be provided to each customer on a routine basis.

- Itemized Hazardous Materials Control Receipt with each delivery to be signed by both issuing and receiving parties;
  - Monthly summary of financial transactions for the previous month; and
  - Itemized statement for materials issued on a quarterly basis.
- 

### **t. Preparing the AUL**

The Authorized Use List (AUL) is the cornerstone of the HAZMIN Center program. It identifies the products and quantities that should be maintained at the HAZMIN Center, and provides a means to control the issue of hazardous materials for use aboard the facility.

Prospective customers should develop an AUL that identifies each product, manufacturer, unit of issue, and required 7-10 day shop supply. Additionally, the customer should assist in determining the required HAZMIN Center "high" and "low" quantities. During routine operations, the HAZMIN Center will purchase to the "high" level; when enough of the on-hand supply has been issued that the "low" level has been reached, the HAZMIN Center will initiate a new purchase to the "high" level.

Initial development of the AUL may be based on past procurement and inventory history. The AUL shall not contain chemicals that are prohibited for use by the Coast Guard or other federal, state, and local agencies.

The completed AUL should be signed and dated by the unit's Pollution Prevention Coordinator. The P2 Coordinator should provide a copy of the signed and dated AUL with a list of personnel authorized to request material from the HAZMIN Center.

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